

Partner Name:OSPS TELECOM SERVICES PVT.LTD
Invoice No.& Invoice Date: TS/672/19-20 & 03/10/2019
PO No: 31030047536
User Name & Dept:Deployment

S.No.	Particulars	Supply (Y/N)	Services			
			TSP(Electrical/ Civil&others)	OME/ SME	EB/liasioning	Other Services (Legal/Rent etc.)
1	Invoice Must be Addressed to Indus Towers Limited (Number must not exceeds 16 Digits).		Y			
2	WCC/Receipt for Service and ASN/GRN copy for Materila Supply		Y			
3	Original LR copy attached					
4	PAN Number & PAN based GSTIN on Invoice		Y			
5	Two copies of invoices (Original for Recipient and Duplicate for Supplier)		Y			
6	"Three copies of invoices for Supply (Original for Recipient/Duplicate for transporter and Triplicate for Supplier)"					
7	Approved PO copy attached (with Indus and Partner GSTIN)		Y			
8	Excise DFT Copy (With warehouse) with Chapted Heading or Tarrif Number					
9	Original delivery challan					
10	Packing List attached					
11	In case of Direct Tower Supply, PDI copy is required					
12	SAC and HSN Numbers Mentioned agaist description		Y			
13	In case of Agreement based invoices, valid vendor contract summary/valid agreement date/Year should be Mentioned over the invoice (Mandatory)					
14	PF/ESIC/Wages Register/Returns proof attached (in case labour charges are mentioned)		Y			
15	State wise separate invoice made		Y			
16	Rates are as per attached BOQ. In case not, approval to be taken from CCEO or SCM		Y			
17	Work Completion certifiacte should be signed by EB / Cluster Manager team		Y			
18	Soft copy of indus ID list (in case no. of sites are more than 2) To VHD and copy to finance					
19	Indus ID / Billing and Shipping Address along with State Name and Code Mentioned on Invoice		Y			
20	NOC from owner attached (In case of civil work)					
21	Photo of site attached with Co. stamp (In case of civil work-before and after) & New EB					
22	Third party Quality & Verification Sign					
23	Soil Testing report in case of Civil workon new site /Cube Test Reports					
24	Handover take over (HOTO) declartion(TSP)					
25	ISQ Ref. no :-req as per site (TSP) (RL Number)		Y			
26	KPI Sheets, Needs to be verified by all Opex Manager					
27	Theft details along with FIR & DDR no's should be mention					
28	Invoice period should be matched with PO period & Invoice Date Shuold be after PO Date		Y			
29	Field survey Report attached		Y			
30	Service period of the invoice after RFAI date for OME & SME					
31	Receipt copy in cases of New connections / Load Up gradation / Transfer Installation					
32	Original Receipt required in EB Reimbursement bills with security & other Expense bifurcation					
33	Increase of HT EB Liaisoning Electricity Board approval letter required					
34	Transformer Test Certificate & Warranty Certificate (if supplied)					

VHD Inward No.(Mandatory)

Remarks

**VEREIFICATION & APPROVALS
INVOICE ACCEPTED BY(Stamp & Signature):**

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