③

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/03/22	Prepared by	Vanajakshi	Serial no.	2326
Supplier name	SSCLP			HO inward no.	
Firm/Company	SCLLP	Project	Seren Farms	HO received date	
PO/WO date	11/03/22	PO/WO No.	86313	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22658	19/03/22	995/-	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	995/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105127	Proof of delivery matches MRN ☑ Yes □ No
Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	995/-
Amount E – PO / WO value:	995/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	28/03/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	21/03/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Serene Constructions LLP	Invoice No.	22658
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203	Invoice Date.	19-03-2022
	PO No.	86313
	PO Date.	11-03-2022
	Req ID	74571
GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P	Req Date	11-03-2022
	Loc Req No	150624

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2117 - Carpentry - hardware - Measuring tape - 5mtrs	9017	2	115.00	230.00	18	41.40
2	7584 - Stationery - other - Scribbling Pads - other -		3	15.00	45.00	18	8.10
3	7560 - Stationery - other - Pen - NA - nos Blue	9608	20	3.50	70.00	18	12.60
4	2115 - Carpentry - hardware - Measuring tape -	9017	1	394.00	394.00	18	70.92
5	4108 - Consumables - Water Bottle - NA - Nos		2	52.00	104.00	18	18.72
6							
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IGST	CGST	SGST			
			Total Taxable Amount	843.00	151.74
	75.87	75.87	Total Invoice Amount	994.74	

Rupees : Nine Hundred Ninty Four and Paise Seventy Four Only.

SUMMIT SALES LLP IN WARD No: 92350 Date: 19/3 Sign: R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 11-03-2022 16:20:52

86313
28.02.22 2:52:29

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	86313	150624
Doc Date	11-03-2022	
Quote No	Nil	
Quote Date	11-03-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos	2.00	115.00	0.00	18.00	271.40
2	7584 - Stationery - other - Scribbling Pads - other - nos	3.00	15.00	0.00	18.00	53.10
3	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	18.00	82.60
4	2115 - Carpentry - hardware - Measuring tape - 30mtrs - nos	1.00	394.00	0.00	18.00	464.92
5	4108 - Consumables - Water Bottle - NA - Nos	2.00	52.00	0.00	18.00	122.72
				Total Order Value . . .		**994.74**

Rupees : Nine Hundred Ninty Four and Paise Seventy Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. :
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For Club House purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Serene Constructions LLP***

Authorised Signatory

Name : 12/03/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Serene Constructions llp	Date:	11.03.2022
Site & Phase :	Serene farms	Time:	10.00
Supplier		Req.No.	150624
Material required before date:	12.03.2022	ID No.	74571

No	Description	Size	Quantity	Units	Inward No	0Date
1	Engineers tape (5m)	std	02	No's		
2	Scribbling pads	std	03	Nos		
3	Pens(blue)	Std	02	boxes		
4	Measuring tape(30m)	std	01	Nos		
5	Basket ball 86313	std	01	Nos		
6	Water bottles	std	02	Nos		
7						
8						
9						
10					12 MAR 2022	

Remarks: For office use and club house purpose.

Prepared By	M.Naveen reddy	Approved by	Syed Golam Sarwar
Sign.& Date	11.03.2022	Sign. & Date	M. [signature]

Note: On receipt of material at site write inward number and date in last 2 columns.

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Serene Constructions LLP	DC No.	19364
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203	DC Date.	19-03-2022
	PO No.	86313
	PO Date.	11-03-2022
	Req ID	74571
GSTIN : 36ACVFS7909P1ZV	Req Date	11-03-2022
	Loc Req No	150624

	Description of Goods	HSN/SAC	Qty
1	2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos	9017	2
2	7584 - Stationery - other - Scribbling Pads - other - nos		3
3	7560 - Stationery - other - Pen - NA - nos	9608	20
4	2115 - Carpentry - hardware - Measuring tape - 30mtrs - nos	9017	1
5	4108 - Consumables - Water Bottle - NA - Nos		2
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INWARD

Inward No: 342 Dt: 19/3/22

MRN No: 105127 Dt: 22/3/22

Received By: Dileep Sharma Sign: Dileep

Serene Construction (Hyd) LLP

SUMMIT SALES LLP INWARD No: 28654 Date: 22/3 Sign: R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction