

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/04/22		Prepared by: Vanajathi		Serial no. 2872	
Supplier name: SVR Telecom Services				HO inward no.	
Firm/Company: SCLP		Project: SHLP		HO received date	
PO/WO date: 22/3/22		PO/WO No. 86548		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	ST-3420	31/03/22	1,20,001.28	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.			/	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,20,001.28
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 105682	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:			1,20,001.28
Amount E – PO / WO value:			1,20,001.28
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		11/04/22	
Remarks: final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi	[Signature]			
Sign:	[Signature]	[Signature]			
Date	6/04/22				
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., 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

SVR TELECOM SERVICES

2-1-392/1/3/8, Tilaknagar, Nallakunta, Hyderabad – 500044

Phone No. 9848294384

GSTN:36ADIPV3204E1ZP

Customer	Summit Sales LLP	SALES PERSON	- - P0-86548
Address	5-4-187/3&4, 2 nd Floor, M G Road, Secunderabad	Invoice No	SI-3420
GST NO	36ACQFS2044C1Z7	Invoice Date	31/03/2022

Sl. No	DESCRIPTION OF GOODS	HSN CODE	Rate	Qty. Units	Gross Amount	Amount
01	MI CC CAMERA 360	85258900	3,000.00	40	2,542.40	1,01,696.00
Received the goods in good condition.				Total		1,01,696.00
Signature : Designation :				CGST 9%		9,152.64
				SGST 9%		9,152.64
				Amount		1,20,001.28

Terms & Conditions :

1. All Disputes are subject to Hyderabad Jurisdiction.
2. Warranty in respected any product shall be of the manufacturer in accordance with their terms and conditions
3. Goods once sold will not be taken back or exchanged.

INWARD	
Inward No: 17976	Dt: 11/4/22
MRN No: 105682	Dt: 4/4/22
Received By:	Sign: 8
SUMMIT SALES LLP	



For : SVR TELECOM SERVICE

SVR TELECOM SERVICES
Shop No.2-1-392/1/3/8, Tilaknagar Road,
Nallakunta, Hyderabad - 500 044.
Authorized Signatory

16.03.22 2:13:32

22-03-2022 14:26:05

Supplier Details

Doc No	86548	169568
Doc Date	22-03-2022	
Quote No	Nil	
Quote Date	19-03-2022	
SupplyType	Supply	

8801121212

Purchase Order for the Supply of following Items.

Item Name		Qty	Rate	Dis%	GST	Amount
1	5001 - Equipment - consumable durable - CCTV Camera - NA - nos	40.00	2,542.40	0.00	18.00	120,001.28
Total Order Value . . .						120,001.28
Rupees : One Lakh(s) Twenty Thousand One and Paise Twenty Eight Only.						

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.'
---------	--

Authorized Signatory

Date : / /

Name : _____

Name :

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		15.03.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169568	
Material required before date:				ID No.		74655	
No	Description	Size	Quantity	Units	Inward No	Date	
1	CC Camera	360 digri	45	Nos			
Remarks: For Stock Replenish purpose							
Prepared By		Ramya		Approved by			
Sign.& Date		15.03..2022		Sign. & Date			



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

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☒ Replenishing SSSLP stock
- ☐ Other

[Handwritten signature]
15/3/22