PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date	6/05/22	Prepared by	Vanajathi	Serial no.	3769
Supplier name	SCLLP			HO inward no.	
Firm/Company	SCLLP	Project	serene farms	HO received date	
PO/WO date	28/04/22	PO/WO No.	87815	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23448	5/05/22	776/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):			776/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	106800	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:			776/-
Amount E – PO / WO value:			776/-
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	9/05/22		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[signature]				
Date	6/05/22				
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

ORIGINAL INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		Invoice No.	23448
Serene Constructions LLP		Invoice Date.	05-05-2022
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203		PO No.	87815
		PO Date.	28-04-2022
		Req ID	76001
GSTIN : 36ACVFS7909P1ZV	PAN ACVFS7909P	Req Date	28-04-2022
		Loc Req No	150637

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	3	231.00	693.00	12	83.16
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	693.00		83.16
	41.58	41.58	Total Invoice Amount	776.16		

Rupees : Seven Hundred Seventy Six and Paise Sixteen Only.

SUMMIT SALES LLP
IN WARD
No: 94036
Date: 5/5/22
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 28-04-2022 17:02:48

opy

87815
20.04.22 3:07:38

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	**Doc No**	87815	150637
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-04-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-04-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	3.00	231.00	0.00	12.00	776.16
					Total Order Value . . .	**776.16**

Rupees : Seven Hundred Seventy Six and Paise Sixteen 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 material order site office 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 :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form

Company Name:	Serene constructions llp	Date:	28-04-2022
Site & Phase:	Serene farms	Time:	01:15
Supplier		Req. No.	150637
Material required before date:	Asap	ID No.	76001

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 sheets	A4	03	BUNDLES		
2						
3	87815					
4						
5						
6						
7						
8						
9						
10						

Remarks: For printout taking (office use) use purpose.

Prepared By	M. Naveen Reddy	Approve by	Syed golam sarwar
Sign. & Date	28-04-2022	Sign. & Date	

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

APPROVED
29 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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	DC No.	20037
Serene Constructions LLP	DC Date.	05-05-2022
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203	PO No.	87815
	PO Date.	28-04-2022
	Req ID	76001
GSTIN : 36ACVFS7909P1ZV	Req Date	28-04-2022
	Loc Req No	150637

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	3
2			
3			
4			
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6			
7			
8			
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

INWARD

Inward No: 05	Dt: 5-5-22
MRN No: 1006800	Dt: 06/02/22
Received By:	Sign:

Serene Construction (Hyd) LLP

106800

SUMMIT SALES LLP R.R. DIST.

INWARD No: 79613 Date: 6/5 Sign: