PURCHASE DIVISION
Advice for approval for credit to supplier

E

| | | | | | |
|---|---|---|---|---|---|
| Date: | 24/12/22 | Prepared by | Ashajyothi | Serial no. | 12059 |
| Supplier name | SVR Telecom Services | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 14/12/22 | PO/WO No. | 95030 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | SI-4111 | 21/12/22 | 1,42,500/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,42,500/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 115359 | 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: | 1,42,500/- |
| Amount E – PO / WO value: | 1,42,500/- |
| 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 | 02/01/23 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ashajyothi | | | | |
| Sign: | Ash | | | | |
| Date | 24/12/22 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
24 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.

Po- 95030

## TAX-INVOICE

# SVR TELECOM SERVICES

2-1-392/1/3/8, Tilaknagar, Nallakunta, Hyderabad – 500044
Phone No. 9848294384
**GSTN:36ADIPV3204E1ZP**

| | | | |
|---|---|---|---|
| Customer | **Summit Sales LLP** | | |
| Address | 5-4-187/3&4, 2nd Floor, M G Road, Secunderabad | Invoice No | SI-4111 |
| GST NO | **36ACQFS2044C1Z7** | Invoice Date | 21/12/2022 |

| Sl. No | DESCRIPTION OF GOODS | HSN CODE | Rate | Qty. Units | Gross Amount | Amount |
|---|---|---|---|---|---|---|
| 01 | **REDMI 10 (4/64)** | 85171300 | 9,500.00 | 15 | 8,050.85 | 1,20,762.70 |

| | | |
|---|---|---|
| Received the goods in good condition. | **Total** | 1,20,762.74 |
| | **CGST 9%** | 10,868.63 |
| Signature : | **SGST 9%** | 10,868.63 |
| Designation : | **Amount** | **1,42,500.00** |

**Terms & Conditions :**

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

For : **SVR TELECOM SERVICE**

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

Authorized Signatory

INWARD
Inward No. 19167 Dt: 22/12/22
MRN No: 115359 Dt: 23/12/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10317
Date: 24/12/22
Sign:

# Purchase Order

 15-12-2022 11:18:18

95030
13.12.22 3:48:41

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| SVR Telecom Services | **Doc No** | 95030 | 170566 |
| shop 2-1-392/1/3/8, Thilaknagar Road, Nallakunta, Hyderabad. | **Doc Date** | 14-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AD1PV3204E1ZP | **Quote Date** | 14-12-2022 | |
| 8801121212 8801121212 | **SupplyType** | Supply | |

**Kind Attn : V. Raghavendar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 725200 - COMP-Peripherals - Smart Phone-Android- - NA - NA<br>*Redmi10* | 15.00 | 8,050.85 | 0.00 | 18.00 | 142,500.05 |
| | | | | | **Total Order Value . . .** | **142,500.05** |

Rupees : One Lakh(s) Fourty Two Thousand Five Hundred and Paise Four Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Brand is Redmi10(4/64), 4GB RAM, 64GB, 50 MP Primary camera. |
| **Payment Terms** | 100% Advance payment |
| **Tax** | Included in the above prices |
| **Delivery Date** | With in 3 days from the date of advance paid |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | One year |
| **Advance Paid** | Rs. 1,42,500-00, by RTGS/NEFT, Dated......... |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for stock replanish purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **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 *Summit Sales LLP*

Authorised Signatory

15/12/2022

Name :

Accepted the above Terms And Conditions

For *SVR Telecom Services*

Name : ____________

Date : __/__/____

# Estimate/Draft PO

 14-12-2022 15:50:53 Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| SVR Telecom Services<br>shop 2-1-392/1/3/8, Thilaknagar Road, Nallakunta, Hyderabad. | **Doc No** | 95030 | 170566 |
| | **Doc Date** | 14-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AD1PV3204E1ZP | **Quote Date** | 14-12-2022 | |
| 8801121212 8801121212 | **SupplyType** | Supply | |

**Kind Attn : V. Raghavendar**

Estimate/Draft PO for the Supply of following Items.

| | **Item Name** | **Qty** | **Rate** | **Dis%** | **GST** | **Amount** |
|---|---|---|---|---|---|---|
| 1 | 725200 - COMP-Peripherals - Smart Phone-Android- - NA - NA<br>*Redmi10* | 15.00 | 8,050.85 | 0.00 | 18.00 | 142,500.05 |
| | | | | | **Total Order Value . . .** | **142,500.05** |

Rupees : One Lakh(s) Fourty Two Thousand Five Hundred and Paise Four Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | Brand is Redmi10(4/64), 4GB RAM, 64GB, 50 MP Primary camera. |
| **Payment Terms** | 100% Advance payment |
| **Tax** | Included in the above prices |
| **Delivery Date** | With in 3 days from the date of advance paid |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Nil |
| **Warranty** | One year |
| **Advance Paid** | Rs. 1,42,500-00, by RTGS/NEFT, Dated......... |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for stock replanish purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **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.' |

APPROVED BY
15 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *SVR Telecom Services*

Name :

Date : __/__/____

Requisition Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Company Name: | SSLLP | Date: | 14.12.22 | | | | |
| Site & Phase : | SHLLP | Time: | | | | | |
| Unit No./Block No. | | | | | | | |
| Supplier: | | Req. No. | 170566 | | | | |
| Material required before date: | | ID No. | 82432 | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | | |
| 1 | COMP7995-Peripherals-Smart Phone-Android---Nos | 15 | 0 | 15 | | | |
| 2 | | | | | | | |
| 3 | 275080 | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | For Stock Replenishing Purpose | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD | |
| Prepared By: | Asha jyothi | | | | | | |
| Approved By: | Minish | | | | | | |
| Sign & Date: | | | | | | | |

APPROVED
4 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

**MEMO**

| DATE & FROM: | TO & REMARKS. |
|---|---|
| 13/12/22 | Sir |
| | |
| Sunal | Mobile phone with sim required at site |
| | |
| 1. | GVRC |
| 2 | GVDC |
| 3 | NRK |
| 4 | GV One |
| 5 | GVSH |
| 6 | BRGV/MRGV |
| 7 | GHT |
| 8 | MPL |
| 9 | GMR |
| 10 | Sov III |
| 11 | NGH |
| 12 | AGH. |
| | extra : 3 Nos Total 15 |
| | |
| | Mobile Redmi 10 4Gb/64GB/50MP camera. |
| | Price 9500/-. |
| | |
| | Kindly approve |
| | Sd |
| | Sunal Kumar . |

APPROVED BY
13 DEC 2022
SOHAM MODI
MANAGING DIRECTOR