PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/03/22	Prepared by	Ramya	Serial no.	
Supplier name	Supreme Agencies.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/03/22	PO/WO No.	86380	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	5638	22/3/22	15548/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15548/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	105212	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:	15,548/-
Amount E – PO / WO value:	15,547.68/-
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:	Ramya				
Sign:					
Date	23/03/22				
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.

Original For Buyer

Supreme Agencies

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana
State Code : 36.

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	5638	**Invoice Date**	22-Mar-22
DC No. & Date.	/	**Due Date**	22-Mar-22
P.O. No.	86380/169560	**P.O. Date**	14-Mar-22
Terms of Payment	AGANIST DELIVERY	**Mode Of Dispatch**	RAOD
Transporter Name	DCM	**Vehicle No**	TS10UA9758
L/R No.		**L/R Date**	
Freight Terms		**Bill Type**	GST Bill

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
1	**DURA FIL** 25MMX1220MMX2000MM DAWN - DURA FIL Each roll x1.22x2=2.44,20 Sheet x2.44=48.8 Sqmtr	39211900	1	48.80 SQM	270.00	13176.00	18.00	2371.68
Total			1	48.80 SQM		13176.00		2371.68

SUMMIT SALES LLP IN WARD No: 92514 Date: 23/3 Sign: E.C. DIST.

9246364748

GST Sum In Words:
Rupees Two Thousand Three Hundred Seventy-One And Sixty-Eight Paise Only

Bill Amount In Words:
Rupees Fifteen Thousand Five Hundred Forty-Eight Only

INWARD
Inward No: 7912 Dt: 22/3/22
MRN No: 105212 Dt: 23/3/22
Received By: Sign:
SUMMIT SALES LLP

Gross Total	13176.00
Freight Amt	0.00
CGST Amt	1,185.84
SGST Amt	1,185.84
IGST Amt	0.00
Round off	0.32
Total Amount	15548.00

Terms & Conditions:
1. Our risk responsibility ceases after goods leave our godown.
2. Failure to pay on due date will attract interest @ 24% p.a.
3. All payments to be made throgh a crossed cheque / NEFT / RTGS
4. Goods Once Sold Cannot be taken back or Exchange.
5. All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies

Authorised Signatory

Purchase Order

14-03-2022 13:01:57

86380
28.02.22 2:52:29

py

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

Supplier Details

Supreme Agencies
Fatehnagar

GSTIN 36ABWPS5297A1Z1 23771946
23776002 9849137074

Doc No	86380	169560
Doc Date	14-03-2022	
Quote No	Nil	
Quote Date	14-02-2022	
SupplyType	Supply	

Kind Attn : Mr. Rajesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6066 - Miscellaneous - Armor Board - NA - Nos *8' x 4'*	20.00	658.80	0.00	18.00	15,547.68
				Total Order Value . . .		**15,547.68**

Rupees : Fifteen Thousand Five Hundred Fourty Seven and Paise Sixty Eight Only.

Terms and Conditions :-

Specification /	All items shall be of "Supreme" brand,according to above size, each board 2 mtrs x 1.22 mtrs @ 270/- / sq.mtr.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by you us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for Stock maintanace Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Supreme Agencies***

Name : _____

Date : __/__/____

Requisition Form

Company Name.	SUMMIT SALES LLP	Date:	11.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169560
Material required before date:		ID No.	74626

No	Description	Size	Quantity	Units	Inward No	Date
1	Recron 86381		800	Nos		
2	Mastic pad 86380	6`x4`	20	Nos		

Remarks: For Stock Replenish purpose

Prepared By	Vanajakshi	Approved by	APPROVED BY 12 MAR 2022 MANAGING DIRECTOR
Sign.& Date	11.03..2022	Sign. & Date	

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