PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/05/2022	Prepared by	MINISH.	Serial no.	4617
Supplier name	Patel & Co (21-22).			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	01/11/2021	PO/WO No.	82071	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	5379.	26/03/2022	12,570/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,570/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105391 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:	12,570/-
Amount E – PO / WO value:	2,22,258/-
Amount F – Difference (A – E):	2,09,688/-
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	100% Advance Payment.
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		30 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

Tax Invoice (ORIGINAL FOR RECIPIENT)

PATEL & CO (21-22)
H.NO.8-7-177/5, PLOT NO.4 & 21,
SWARNADHAMA NAGAR,DAIRY FARM ROAD,
OLD BOWENPALLY,SECUNDERABAD -11
IEC NO - AEJPP6112M
GSTIN/UIN: 36AEJPP6112M1Z6
State Name : Telangana, Code : 36
Contact : 8977213751,7737513751
E-Mail : PATEL319@YMAIL.COM / PATELMKJ319@GMAIL.COM

Invoice No.	Dated
5379	26-Mar-2022
Delivery Note	Mode/Terms of Payment
5379	
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
82071	26-Mar-2022
Despatch Document No.	Delivery Note Date
	26-Mar-2022
Despatched through	Destination
Terms of Delivery	

Buyer
SUMMIT SALES LLP
5-4-187/3 &4,2ND FLOOR,
M.G ROAD SECUNDERABAD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**F2006251 Sink Cock**	84819090	**10.00 nos**	874.57	nos		**8,745.70**
2	**F2006151 Bib Cock**	84819090	**3.00 nos**	635.59	nos		**1,906.77**
							10,652.47
	SGST Output						**958.72**
	CGST Output						**958.72**
	Roundoff						**0.09**
	Total		**13.00 nos**				**₹ 12,570.00**

INWARD
Inward No: 17942 Dt: 26/3/22
MRN No: 105391 Dt: 26/3/22
Received By: Sign: S
SUMMIT SALES LLP

Sm 9246364748

E. & O.E

Amount Chargeable (in words)
INR Twelve Thousand Five Hundred Seventy Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84819090	10,652.47	9%	958.72	9%	958.72	1,917.44
Total	**10,652.47**		**958.72**		**958.72**	**1,917.44**

Tax Amount (in words) : **INR One Thousand Nine Hundred Seventeen and Forty Four paise Only**

Company's PAN : **AEJPP6112M**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **Hdfc Bank 3498**
A/c No. : **50200023943498**
Branch & IFS Code: **Malkajgiri & HDFC0001022**

Customer's Seal and Signature

for PATEL & CO (21-22)

Authorised Signatory

SUMMIT SALES LLP R.R. DIST. INWARD No: 92685 Date: 26/3 Sign:

This is a Computer Generated Invoice

Form for closure of purchase order Scan Id 95782

Data required from site/engineers:			
PO no.:	82071	PO date:	1/11/21
Req. no.:	169120	Req. date:	20/10/21
Material received	☑ Part □ Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☑ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	□ Yes □ No
Remarks by engineer:	Partly Recd Po to close		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
[illegible]	[signature]	4/3			

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO ☑ Yes for part of PO □ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	Part Bill received of Rs. 2,09,688/-

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Lovy	[signature]	4/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	☑ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	☑ Yes □ No – certified copy received from accounts.
Original bill available	☑ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes ☑ No
Advice for credit to supplier	□ Prepared for entire PO ☑ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	Partly Recevd Po to closed

Prepared by	Sign	Date	Purchase manager	Sign	Date
[illegible]	[signature]	4/3		nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Matel awaited
Keep PO open.
5/3/22

Scanid
95782

Purchase Order

82071
25.10.21 1:31:05

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

Supplier Details

PATEL & CO
H No-8-7-177/5, Plot no-4& 21, Swarnadhama Nagar, Dairy farm Road, Old bowenpally, Secunderabad- 500011

GSTIN 36AEJPP6112M1Z6
27050751,27066567,64513751. 9440190816

Doc No	82071	169120
Doc Date	01-11-2021	
Quote No	Nil	
Quote Date	20-10-2021	
SupplyType	Supply	

Kind Attn : Suresh Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7045 - Plumbing - CP - Wall Mixer - other - nos *F2006401*	25.00	2,351.69	0.00	18.00	69,374.86
2	7377 - Plumbing - CP - Sink Cock With Swivel Spout - NA Nos *F2006251* 10P	20.00	874.57	0.00	18.00	20,639.85
3	7035 - Plumbing - CP - Short Body - NA - nos 3P *F2006151*	20.00	635.59	0.00	18.00	14,999.92
4	7036 - Plumbing - CP - Shower arm - NA - nos *Shower arm with head (F7020108)*	20.00	577.96	0.00	18.00	13,639.86
5	7033 - Plumbing - CP - Pillar cock - NA - nos *F2006101*	30.00	559.32	0.00	18.00	19,799.93
6	7042 - Plumbing - CP - Stop Cock - 1/2 In - nos *F8040201*	100.00	270.30	0.00	18.00	31,895.40
7	7047 - Plumbing - CP - Waste coupling - 1/2 thread - nos	20.00	211.86	0.00	18.00	4,999.90
8	7284 - Plumbing - PVC - Waste Pipe - other - nos	60.00	21.18	0.00	18.00	1,499.54
9	7346 - Plumbing - CP - Health Faucet - NA - Nos *F8030105*	20.00	433.89	0.00	18.00	10,239.80
10	7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos	50.00	65.25	0.00	18.00	3,849.75
11	7028 - Plumbing - CP - Extension Nipple - other - nos *1/2x 1.5*	90.00	50.00	0.00	18.00	5,310.00
12	7040 - Plumbing - CP - Sq. jali with hole - 6 In x6 In - nos *Double hole jali*	100.00	127.11	0.00	18.00	14,998.98
13	7023 - Plumbing - CP - Bib cock - other - nos *2 in 1 tap (F3001163)*	15.00	622.07	0.00	18.00	11,010.64
				Total Order Value . . .		**222,258.43**

Rupees : Two Lakh(s) Twenty Two Thousand Two Hundred Fifty Eight and Paise Fourty Three Only.

Terms and Conditions :-

Specification /	Cera brand ' Ocean model '
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 5 days

For ***Summit Sales LLP***

Authorised Signatory

Name :

3410
2,09,688/-
Bill Received 20/11/21
Bill NO:- 3410
Amount - 2,09,689
Dt: 20/11/21

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

Accepted the above Terms And Conditions

For ***PATEL & CO***

Name :

Date : __/__/____

05-11-2021 11:10:50

Purchase Order

Original / Office Copy / Purchase Div.Copy

Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	15 years any manufacturing defected, replacement warranty
Advance Paid	Rs. 222,258.43/-by cheque................, dated............
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order for stock Replenishing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***PATEL & CO***

Name : ______________________

Date : __/__/____

Purchase Order Scan 80;- 95782

 29-10-2021 15:52:20

Original / Office Copy / Purchase Div.Copy

APPROVED BY
01 NOV 2021
SOHAM MODI
MANAGING DIRECTOR

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

Supplier Details			
PATEL & CO H No-8-7-177/5, Plot no-4& 21, Swarnadhama Nagar, Dairy farm Road, Old bowenpally, Secunderabad- 500011 **GSTIN** 36AEJPP6112M1Z6 27050751,27066567,64513751. 9440190816	**Doc No**	82071	169120
	Doc Date	25-10-2021	
	Quote No	Nil	
	Quote Date	20-10-2021	
	SupplyType	Supply	

Kind Attn : Suresh Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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10	7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos	50.00	65.25	0.00	18.00	3,849.75
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13	7023 - Plumbing - CP - Bib cock - other - nos *2 in 1 tap (F3001163)*	15.00	622.07	0.00	18.00	11,010.64
				Total Order Value . . .		**222,258.43**

Rupees : Two Lakh(s) Twenty Two Thousand Two Hundred Fifty Eight and Paise Fourty Three Only.

Terms and Conditions :-

Specification /	Cera brand ' Ocean model '
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 5 days

For MDs APPROVAL

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

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***PATEL & CO***

Name : ____________________

Date : __/__/____

Purchase Order

 29-10-2021 15:52:20 Original / Office Copy / Purchase Div.Copy

Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	15 years any manufacturing defected, replacement warranty
Advance Paid	Rs. 222,258.43/-by cheque................, dated............
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order for stock Replenishing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***PATEL & CO***

Name : ____________________

Date : __/__/____

1365

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	20-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169120
Material required before date:		ID No.	70547

S. No	Description	Size	Quantity	Units	Inward No	Date
1	CP-Wall Mixture		25	Nos		
2	CP-Sink Cock		20	Nos		
3	CP-Short Body		20	Nos		
4	CP-Shower arm		20	Nos		
5	CP-shower head 82071		20	Nos		
	CP-bib cock		15	Nos		
7	CP-pillar cock		30	Nos		
8	CP-angle cock		100	Nos		
9	CP-double square jaali		100	Nos		
10	CP-extension nipple	1/2"x1"	50	Nos		
11	CP-extension nipple	1/2"x1.5"	90	Nos		
12	CP-Wash Basin Waste Coupling		20	Nos		
13	GI Ball Valve	1/2"	20	Nos		
14	GI ball Cock	1/2"	20	Nos		
15	CP-Health Faucet		20	Nos		
16	Waste Pipe		60	Nos		
17	Ball Cock	3/4"	20	Nos		
18	Teflon tape		500	Nos		

Remarks:For Stock Replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	20-10-2021	Sign. & Date	21/10

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