

PURCHASE DIVISION  
Advice for approval for credit to supplier



Date:	20/9/22	Prepared by	Kavitha	Serial no.	8642
Supplier name	Pranav agencies			HO inward no.	
Firm/Company	SSUP	Project	SHLD	HO received date	
PO/WO date	9/18/22	PO/WO No.	90842	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1031	11/8/22	1,56,003/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,56,003/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	111896	Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges				-	
Amount C –Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1,56,003/-	
Amount E – PO / WO value:				1,56,003/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		26/9/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Kavitha Beshkar				
Sign:	20/9/22				
Date	20/9/22				
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

<b>PRANAV AGENCIES</b> # 15, 2-1-150, 1st Floor, H.M.Ishaque Estate, M.G.Road SECUNDERABAD - 500 003. GSTIN/UIN: 36AGKPK7722P1ZQ State Name : Telangana, Code : 36 E-Mail : kalpesh218@gmail.com	Invoice No. <b>1031</b>	e-Way Bill No.	Dated <b>11-Aug-2022</b>
	Delivery Note	Mode/Terms of Payment	
	Supplier's Ref.	Other Reference(s)	
Buyer <b>Summit Sales LLP</b> 5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. <b>90842</b>	Dated <b>9-Aug-2022</b>	
	Despatch Document No.	Delivery Note Date	
	Despatched through	Destination <b>Pocharam</b>	
	Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	<b>CEMENT</b>		<b>520 BAGS</b>	234.38	BAGS	<b>1,21,877.60</b>
		<b>CGST</b> <b>SGST</b> <b>ROUND OFF</b>				<b>17,062.86</b> <b>17,062.86</b> <b>(-)0.32</b>
	Total		<b>520 BAGS</b>			<b>₹ 1,56,003.00</b>

Amount Chargeable (in words) E. & O.E

**INR One Lakh Fifty Six Thousand Three Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	1,21,877.60	14%	17,062.86	14%	17,062.86	34,125.72
<b>Total</b>	<b>1,21,877.60</b>		<b>17,062.86</b>		<b>17,062.86</b>	<b>34,125.72</b>

Tax Amount (in words) : **INR Thirty Four Thousand One Hundred Twenty Five and Seventy Two paise Only**

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

Authorised Signatory

This is a Computer Generated Invoice



# Purchase Order

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09-08-2022 1:44:01 PM



90842

29.07.22 12:09:36

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

## Supplier Details

PRANAV AGENCIES  
311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003  
9989210123

Doc No	90842	170079
Doc Date	09-08-2022	
Quote No	NIL	
Quote Date	09-08-2022	
SupplyType	Supply	

Kind Attn : **Mr. Kalpesh**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 921800 - CEME-Cement - PPC-- - 50kg - Bags	520.00	234.38	0.00	28.00	156,000.00
<b>Total Order Value . . .</b>					<b>156,000.00</b>

Rupees : One Lakh(s) Fifty Six Thousand Only.

## Terms and Conditions :-

**Specification / Brand** All items shall be of \_\_\_ brand/company

**Payment Terms** 100% as advance.

**Tax** All taxes included in above price.

**Delivery Date** All materials must be delivered within 02 days.

**Delivery Location** Summit Housing LLP  
Cherlapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra

**Penalty For Delay** 5% penalty for delay in delivery beyond due date.

**Transportation Cost** Included in the above price.

**Warranty** Nil

**Advance Paid** Rs.1,56,000/- Dt-15/08/22.

**Other Terms** Hammali charges for unloading extra @ Rs. 5/- per Bag. Above material for NGH purpose.

**Completion Date** NA

**Measurement** Nil

**Security** Nil

**Remarks** Delivery at NGH Pocharam Contact Person Mr Vijay-9849497484.

**For MDs APPROVAL**

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

**APPROVED BY**  
**10 AUG 2022**  
SOHAM MODI  
MANAGING DIRECTOR

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Contact : \_\_\_\_\_

Accepted the above Terms And Conditions

For **PRANAV AGENCIES**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_



Dr - 14/08/22

o Cement PPC → 520 Bags

TS0805  
4869

520 Bags



INWARD	
Inward No: 11592	Dr: 14/08/22
MRN No: 111896	Dr:
Received By: Khola	Sign: [Signature]
NILGIRI HEIGHTS	