

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		24/9/22	Prepared by	Kavitha	Serial no.	8835
Supplier name		Supreme agencies			HO inward no.	
Firm/Company		SSUP	Project	SHUP	HO received date	
PO/WO date		15/9/22	PO/WO No.	91981	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached		
1.	3188	21/9/22	15,548/-	<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):					15,548/-	
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.:	112091			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:					15,548/-	
Amount E – PO / WO value:					15,548/-	
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			3/10/22			
Remarks:						
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	
Name:	Kavitha					
Sign:	24/9/22					
Date						
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



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		GSTIN No : 36ABWPS5297A1Z1	
C2260	Tax Invoice No.	3188	Invoice Date
SUMMIT SALES LLP	DC No. & Date.	/	Due Date
3 5-4-187/3&4, II ND FLOOR	P.O. No.	91981/170186	P.O. Date
M G ROAD	Terms of Payment	AGANSIT DELIVERY	Mode Of Dispatch
SECUNDERABAD-500003., Telangana	Transporter Name	AUTO	Vehicle No
Buyer's GSTIN No: 36ACQFS2044C1Z7	L/R No.		L/R Date
Consignee Delivery Address	Freight Terms		Bill Type
C2260			GST Bill
SUMMIT SALES LLP			
SITE CHERAPALLY NEHIND KINGSTON PG COLLAGE			
HYDERABAD, Telangana			
State Code : 36.			

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 Sheet of 1.22x2=2.44 Sqmtr, 20 Sheets 2.44=48.8	39211900	1	48.80 SQM	270.00	13176.00	18.00	2371.68
Total			1	48.80 SQM		13176.00		2371.68

INWARD

Inward No: 8733 Dt: 22/9/24

MRN No: 112091 Dt: 24/9/24

Received By: Sign: [Signature]

SUMMIT SALES LLP

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



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:

- Our risk responsibility ceases after goods leave our godown.
- Failure to pay on due date will attract interest @ 24% p.a.
- All payments to be made through a crossed cheque / NEFT / RTGS
- Goods Once Sold Cannot be taken back or Exchange.
- All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies

Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018

Purchase Order

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19-09-2022 1:22:40 PM

Orig



91981

01.09.22 11:09:51

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
23776002

23771946
9849137074

Doc No	91981	170186
Doc Date	15-09-2022	
Quote No	NIL	
Quote Date	12-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Rajesh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 171900 - GENE-General Items - Mastic Pad-Armour Board- - 1200Wx11800Lmm - Nos	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
Penalty 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 maintainance 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:		SSLLP		Date:		12.09.2022			
Site & Phase :		SHLLP		Time:		12:00			
Supplier:				Req. No.		170186			
Material required before date:				ID No.		79726			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	BUIL3224-Building Material-Spacers all in one-RCC----Nos 91980	5000	✓ 1000	5000					
2	GENE3681-General Items-Blue Sheet---7200Wx5400LMM-Sft	2160	✓ 3645	2160					
3	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400LMM-Sft	2160	✓ 0	2160					
4	GENE1719-General Items-Mastic Pad-Armour Board--1200Wx11800LMM-Nos 91981	20	✓ 0	20					
5	GENE9080-General Items-HDPE Rope----Bundles	20	✓ 3	20					
6									
7									
8									
9									
10									
Remarks:		For Stock replenishing purpose.							
Prepared By:		Engineer		Project Manager		Purchase		MD	
Approved By:		N. Vanajakshi							
Sign & Date:		Prabhakar							


APPROVED BY
 14 SEP 2022
 SOHAM MODI
 MANAGING DIRECTOR