PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 3/3/23 | Prepared by | [signature] | Serial no. | |
| Supplier name | Talk of the Town Advertising | | | HO inward no. | |
| Firm/Company | Summit Sales | Project | SUP | HO received date | |
| PO/WO date | 22/2/23 | PO/WO No. | 97438 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 087 | 3/3/23 | 36,702/- | ☐ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | | | |
| MRN nos.: | 118194 | 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: | | | |
| Amount E – PO / WO value: | | | 36,702/- |
| Amount F – Difference (A – E): | | | 36,702/- |
| 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 | | | |
| Remarks: | | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | [signature] | | | | |
| Sign: | [signature] | [signature] | | | |
| Date | 3/3/23 | APPROVED 8 MAR 23 | | | |
| 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.

# Talk Of The Town Advertising

It's all about your brand visibility!

7-84/747, MARUTHI NAGAR,
1, DAMMAIGUDA
Hyderabad Telangana 500083
India
GSTIN 36AEQPN0131B1Z7

ORIGINAL

# TAX INVOICE

| | |
|---|---|
| Invoice# | : INV-000087 |
| Invoice Date | : 03.03.2023 |
| Terms | : Due on Receipt |
| Due Date | : 03.03.2023 |
| Place Of Supply | : Telangana (36) |
| PLACE | : STEEL PLATES |

**Bill To**

**SUMMIT SALES**
5-4-187/3&4,II nd Floor,MG Road, Secunderabad
Hyderabad
500003 Telangana
India
GSTIN 36ACQFS2044C1Z7

**Ship To**

SUMMIT SALES
5-4-187/3&4,II nd Floor,MG Road, Secunderabad
Hyderabad
500003 Telangana
India

| S. No. | Item & Description | Width | Height | HSN /SAC | Qty | Rate | Taxable Amount | CGST % | CGST Amt | SGST % | SGST Amt | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | STEEL PLATES 150 X 150 MM | 9 | 9 | 709000 | 32.00 | [illegible] | 31,104.00 | 9% | 2,799.36 | 9% | 2,799.36 | 36,702.72 |
| | | | | | | Sub Total | ₹31,104.00 | | 2,799.36 | | 2,799.36 | ₹36,702.72 |

Total In Words
**Indian Rupee Thirty-Six Thousand Seven Hundred Two and Seventy-Two Paise Only**

1. Goods once sold cannot be taken back or exchanged.
2. Our Responsibility ceases once the goods delivered at carrier
3. Interest will be charged at 24% P.A if not paid with in due date
4. Payment must be paid by A/C payee / NEFT / RTGS

Authorized Signature

BANK : BANK OF BARODA
A/C NO : [illegible]
IFSC : BARB0DAMMA
BRANCH : DAMMAIGUDA

[illegible]

97438
08.02.23 3:48:31

22-02-2023 16:44:19

# Purchase Order

Original

| From Company | **Summit Sales LLP**<br>5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.<br>G S T No. 36ACQFS2044C127 |
|---|---|

**Supplier Details**

Talk Of The Town Advertising
7-84/147, MARUTHI NAGAR, 1, DAMMAIGUDA, Medchal - Malkajgiri, Telangana, 500083

**GSTIN** 36AEGPN0131B1Z7

| | | |
|---|---|---|
| **Doc No** | 97438 | 167499 |
| **Doc Date** | 22-02-2023 | |
| **Quote No** | Nil | |
| **Quote Date** | 22-02-2023 | |
| **SupplyType** | Supply | |

**Kind Attn :** **VINOD KUMAR NAGALLA**

Purchase Order for the Supply of following Items

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 709000 - STEL-Steel - SS-Name Plate- - 150X150mm - 6qinch<br>8x9inches ss plates 1mm | 32.00 | 972.00 | 0.00 | 18.00 | 36,702.72 |

Rupees Thirty Six Thousand Seven Hundred Two and Paise Seventy Two Only. **Total Order Value . . .** **36,702.72**

**Terms and Conditions :-**

| | |
|---|---|
| Specification / Brand | 8x8inches ss plates 1mm |
| Payment Terms | After Delivery & Production of bill |
| Tax | Inclusive of all taxes |
| Delivery Date | 28-02-2023 |
| Delivery Location | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone 9618244433 Hamendra |
| Penality For Delay | Nil |
| Transportation Cost | Nil |
| Warranty | Nil |
| Advance Paid | Nil |
| Other Terms | We reserve the right to reject items not conforming to quality and specifications. |
| Completion Date | 28-02-2023 |
| Measurment | Nil |
| Security | Nil |
| Remarks | Nil |

Summit Sales LLP
Authorised Signatory

Talk Of The Town Advertising