PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/1/2020	Prepared by:	Sowmya.
PO/WO no.	64577	PO/WO Date	4/1/2020.
Supplier Name	Aditya Industries	PO/WO Amount	12,390.
Firm/Company	Sslp	Project name	Sslp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.			
2.	·1092	17/1/2020.	12,390
3.			
4.			
5.			
Amount A – Bills total(Excluding Transport & Hamali Charges			12,390.

Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.				
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount B – Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,390
Amount E – PO / WO value:	12,390
Amount F – Difference (A - E):	12,390

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	□ Yes □ No (explained below)
Excess / short material received	□ Approved – within acceptable limits □ No (explained below)
Close PO / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes.......... □ No
Payment – due date	

Remarks:

Approved by	Purchase Officer	Purchase Manager	Director Purchase	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya.					
Date	21/1/2020					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager upto 25,000/- and Purchase Director thereafter. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/-

TAX INVOICE

ORIGINAL FOR RECIPIENT

Invoice #: 1092

₹ 12,390.00

Invoice Date: 17/01/2020

Payment Terms: Net 30

FROM

ADITYA INDUSTRIES
9966713095
adityajangid1@gmail.com
5-1-338. OLD GHASMANDI
RANIGUNJ
SECUNDERABAD, 500003
Telangana (36)
GSTIN: 36AITPJ8126D1Z2

BILLED TO

Summit sales llp
5-4-187/3&4, 2nd floor,
m.g. road
secunderabad, 500003
Telangana (36)
GSTIN: 36acqfs2044c1z7

21/1/2020

SHIPPED TO

Summit sales llp
cherlapally,
behind kingston pg college
hyderabad, 500003
Telangana (36)
GSTIN: 36acqfs2044c1z7

PLACE OF SUPPLY: Telangana (36)

P.O No 64577.

P.O Date 4-1-2020

S.No	Item & Description	HSN	QTY	Unit	Rate	Amount	Tax
1	**tile spacer** 5mm	3925	30	pkt	350	10500	18%

PAYMENT DETAILS

HDFC BANK

ACC.NO. 27052000000127

IFSC : HDFC0002705

BRANCH: R.P ROAD, SECUNDERABAD

Subtotal	10,500.00
Tax	
CGST@9% of 10,500.00	945.00
SGST@9% of 10,500.00	945.00
Round Off	0.0
Invoice Value	**12,390.00**
BALANCE DUE	**₹ 12,390.00**

Rupees Twelve Thousand Three Hundred And Ninety Only

TERMS & CONDITIONS

1. Please Pay A/C Payee Cheaques or Draft
2. Our responsibility ceases after the good have been delivered at your store or Transport.
3. No claim for breakage or shortage will be accepted afterwards.
4. All Disputes Subject to Secunderabad Jurisdiction Only.
5. Goods Once Sold cannot be accepted back.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No:
Date:
Sign:

INWARD
Inward No: 13784 Dt: 20/01/2020
MRN No: 76009 Dt: 20/01/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

For ADITYA INDUSTRIES

Authorised Signatory

TAX INVOICE

DUPLICATE FOR TRANSPORTER

Invoice #: 1092

₹ 12,390.00

Invoice Date: 17/01/2020

Payment Terms: Net 30

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P.O No 64577

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For ADITYA INDUSTRIES

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