PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/1/2020	Prepared by:	Sowmya.
PO/WO no.	64796	PO/WO Date	10/1/2020.
Supplier Name	Supreme Agencies	PO/WO Amount	23,321.52
Firm/Company	Ssllp	Project name	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	4093	20/1/2020.	23,322.
2.			
3.			
4.			
5.			
Amount A – Bills total(Excluding Transport & Hamali Charges			23,322.

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

Amount B – Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	23,321
Amount E – PO / WO value:	23,321.52.
Amount F – Difference (A - E):	
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/-

Supreme Agencies

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
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE ,CHERLAPALLY ,
HYDERABAD.,Telangana
State Code : 36.

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	4093	Invoice Date	20-Jan-20
DC No. & Date.	/	Due Date	20-Jan-20
P.O. No.	64796 / 14258	P.O. Date	10-Jan-20
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name	20/01/2020	Vehicle No	TS 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

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 30 STS X 2.44 = 73.20 SQM	39211900	1	73.20 SQM	270.00	19764.00	18.00	3557.52
Total			1	73.20 SQM		19764.00		3557.52

INWARD
Inward No: 13786 Dt: 20/01/2020
MRN No: 76011 Dt: 20/01/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

GST Sum In Words:
Rupees Three Thousand Five Hundred Fifty-Seven And Fifty-Two Paisa Only

Bill Amount In Words:
Rupees Twenty-Three Thousand Three Hundred Twenty-Two Only

MODI PROPERTIES PVT. LTD.
INWARD
No:
Date:
Sign:

Gross Total	19764.00
Freight Amt	0.00
CGST Amt	1778.76
SGST Amt	1778.76
IGST Amt	0.00
Round off	0.48
Total Amount	23322.00

Terms & Conditions:
1. Our risk responsibility ceases after goods leave our godown.
2. Failure to pay on due date will attract interest @ 24% p.a.
3. All payments to be made throgh a crossed cheque / NEFT / RTGS
4. Goods Once Sold Cannot be taken back or Exchange.
5. All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

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

Duplicate For Transporter

Supreme Agencies

GST INVOICE

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