PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6-7-20	Prepared by:	T. D Mureedy
PO/WO no.	68204	PO / WO Date.	23/6/20
Supplier Name	Jinkongra Agency	PO/WO amount	Rs. 16,518/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1787	26/6/20	Rs. 16,520/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 16,520/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1787	26/6/20	80549	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 16,520/-
Amount E – PO / WO value:	Rs. 16,518/-
Amount F – Difference (A – E):	Rs. 2/-

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 / W?O	□ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. /- □ No
Payment – due date	11/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 06 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/7/20	6/7					

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 and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 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/- 7. MD to approve all bills above 1,00,000/-

GST No. : 36AEMPM4587N1ZL **TAX INVOICE** **CASH / CREDIT** ✆ : 27710119

JINKRUPA AGENCY

Authorised Dealers For : **STERLING & DHARANI** WATER PUMPS,
STERLING & DHARANI SUBMERSIBLE PUMPS
STERLING, MARUTI, AJAY & PREMIER ISI HDPE PIPES
4-3-75/3, HILL STREET, SECUNDERABAD - 500 003.

1787

32 Credit

No. Date 26/06/2020

M/s. Summit Sales LLP

P.O- 68204 Party's GST No. 36ACQFS2066C1Z7

Quantity	DESCRIPTION	RATE	AMOUNT Rs.	P.
20	roll 20mm PVC Flowel. 30mts.	700/-	14000/-	
	Total Rs-16520/-			
	E & O. E.	Total	14000/-	
		SGST@9%	1260/-	
		CGST@9%	1260/-	
		IGST@	—	
		Grand Total	16520/-	

INWARD No. 6922 Date 1/7/20 Sign.
MODI PROPERTIES PVT. LTD. SEC'BAD

Certified by:
Stores Manager

INWARD	
Inward No: 14462	Dt: 26/6/20
MRN No: 80549	Dt: 27/6/20
Received By:	Sign: 4
SUMMIT SALES LLP	

Goods once sold cannot be taken back or exchanged.
No guarantee for Electricals & Pump.
Subject to Secunderabad Jurisdiction.

For JINKRUPA AGENCY

Purchase Order

 23-06-2020 1:41:15 PM

68204
24.06.20 12:19:10

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

Supplier Details			
Jinkrupa Agency	**Doc No**	68204	14643
4-3-75/3, Hill Street, Sec-Bad -500 003	**Doc Date**	23-06-2020	
	Quote No	Nil	
GSTIN 36AEMPM4587N1ZL	**Quote Date**	23-06-2020	
2771-0119 98496-06725	**SupplyType**	Supply	

Kind Attn : Mr. Hemal H. Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7353 - Plumbing - other - Green Hose pipe - Other - Mtrs *20 nos*	600.00	23.33	0.00	18.00	16,517.64
	Total Order Value . . .					**16,517.64**

Rupees : Sixteen Thousand Five Hundred Seventeen and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Jinkrupa Agency*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	22.06.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14643
Material required before date:		ID No.	57843

No	Description	Size	Quantity	Units	Inward No	Date
1	GREEN HOSE PIPE 68204		20	NOS		
2	BALL COCK 68205	1/2	25	NOS		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	APPROVED BY 23 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	22.06.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.