PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/07/2020	Prepared by:	T.D. Murthy
PO/WO no.	67498	PO / WO Date.	28/05/2020
Supplier Name	Mr. P. Satish Kumar	PO/WO amount	Rs. 15,930/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	147	15/07/2020	Rs. 15,930/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 15,930/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	039	06/06/2020	79650	☑ 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. 15,930/-
Amount E – PO / WO value:				Rs. 15,930/-
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☑ Yes – Rs. 7,965 /- ☐ No
Payment – due date	**18/07/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	16/7/20						

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/-

GSTIN : 36BCOPK2025G1ZQ **TAX INVOICE**

☐ Original ☐ Duplicate ☐ Triplicate

P. SATISH KUMAR ENG. WORKS

Specialist in : **GRILLS, DESIGN GATES, ROLLING SHUTTERS, CHANNEL GATES, SHEDS, etc.**

Plot No.23, Laxmi Nagar, Boduppal, Hyderabad - 500 039, T.S. **Cell : 9391338012, 9908182181**

Tax is payable of Reverse Charge :	Transportation Mode :
Invoice Serial No. : 147	Vehicle No. : PO NO; 67498
Invoice Date : 15/07/2020	Date & Time of Supply :
	Place of Supply :

Details of Receiver / Billed to :	**Details of Consignee / Shipped to :**
Name : SUMMIT SALES llP	Name :
Address : M.G. ROAD, SEC-BAD	Address :
GSTIN : 36ACQFS2044C1Z7	GSTIN :
State : TELANGANA State Code : 36	State : State Code :

Sl. No.	Description of Goods	HSN Code	Qty.	Rate	Discount %	Amount
1	M.S. STOOLS 5 feet		15	900		13,500=00

Total Invoice Amount in Words : FIFTEEN THOUSAND NINE HUNDERED AND THIRTY	Total Amount	13,500
	Transport Charges	
	Labour Charges	
Bank Details :	CGST 9 %	1215=00
Bank Name :	SGST 9 %	1215=00
Branch :	IGST ___ %	
A/c. No. :		
IFSC :	Net Amount	15,930=00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 67442 Date 15/7 Sign.

For **P. SATISH KUMAR ENG. WORKS**

P. Satish Kumar

Receiver's Signature Authorised Signatory

Cell : 9908182181

P. SATISH KUMAR ENG. WORKS

Specialist in : Grills, Design Gates, Rolling Shutters, Channel Gates, Sheds, Etc.

Plot No. 23, Laxmi Nagar, Boduppal, Hyderabad - 500092. T.S.

M/s. SUMMIT SALES LLP
CHERlAPALLY

D.C. No.	039
Date :	06/06/2020
Order No.	PO NO: 67498
Date :	REQ NO: 14555

Please receive the following Goods in good condition and acknowledge the same

Sl. No.	PARTICULARS	Qty.	Remarks
1	M.S. STOOLS = 5' =	15 NOS	✓

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 3881
Date:
Sign:

INWARD

Inward No: 14340	Dt: 6/6/20
MRN No: 79650	Dt: 6/6/20
Received By:	Sign:

SUMMIT SALES LLP

Certified by:

Stores Manager

15 nos

Receiver's Signatrue

For **P. SATISH KUMAR ENG. WORKS**

P. Satish kumar

Requisition Form

Company Name:	SSLLP	Date:	23.05.2020
Site & Phase :	SHLLP	Time:	12.40
Supplier		Req. No.	14555
Material required before date:		ID No.	57143

No	Description	Size	Quantity	Units	Inward No	Date
1	MS STOOLS	5’	15	NOS		
2	67498					
3						
4						
5						
6						
7						
8						
9						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	23.5.2020	Sign. & Date	27 MAY 2020 SOHAM MODI MANAGING DIRECTOR

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

Estimate/Draft PO

Page(s) 1 Of 1 27-05-2020 11:29:54 Original / Office Copy / Purchase Div.Copy

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

Draft PO for Approval

Supplier Details			
Mr. P. Satish Kumar	**Doc No**	67498	14555
Plot No. 23,Laxmi Nagar, Boduppal, Hyderabad.	**Doc Date**	27-05-2020	
	Quote No	Nil	
GSTIN 36BCOPK2025G1ZQ	**Quote Date**	14-05-2018	
9391338012 9391338012 / 9908182181	**SupplyType**	Supply	

Kind Attn : Mr. P. Satish Kumar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8186 - Steel - other - MS Stool - NA - Nos *5'*	15.00	900.00	0.00	18.00	15,930.00
					Total Order Value . . .	**15,930.00**

Rupees : Fifteen Thousand Nine Hundred Thirty Only.

Terms and Conditions :-

Specification / Brand	Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dtd.17/07/2019 and accepted by contractor.
Payment Terms	50% at the time of work order. bal. 30% on delivery of material at site and last 20% after raising of bill.
Tax	All taxes included in above price.
Delivery Date	Within 5days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Rs. 7,965/- vide cheque no. , dtd. of yes bank.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintain purpose.
Completion Date	Work to be completed in 7days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

APPROVED BY
27 MAY 2020
MANAGING DIRECTOR

T. D. [signature] 28/5/20

aft PO for Approval

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Mr. P. Satish Kumar***

Name : ____________ Name : ____________ Date : __/__/____

Purchase Order

 28-05-2020 11:22:28

67498
23.05.20 2:01:10

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

Supplier Details			
Mr. P. Satish Kumar	**Doc No**	67498	14555
Plot No. 23,Laxmi Nagar, Boduppal, Hyderabad.	**Doc Date**	28-05-2020	
	Quote No	Nil	
GSTIN 36BCOPK2025G1ZQ	**Quote Date**	14-05-2018	
9391338012 9391338012 / 9908182181	**SupplyType**	Supply	

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Remarks

For ***Summit Sales LLP***
Authorised Signatory

Name : 28/05/2020

Accepted the above Terms And Conditions
For ***Mr. P. Satish Kumar***

Name : ____________

Date : __/__/____