PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/08/2020	Prepared by:	T.D. Murthy
PO/WO no.	69043	PO / WO Date.	07/08/2020
Supplier Name	Gautam Traders	PO/WO amount	Rs. 32,625/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	164	07/08/2020	Rs. 35,221/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 35,221/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	681	08/08/2020	82074	☑ 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. 35,221/-
Amount E – PO / WO value:	Rs. 32,625/-
Amount F – Difference (A – E):	Rs. 2,596/-

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. 32,625/-~~ □ No
Payment – due date	**22/08/2020**

Remarks: **Cutting and Transport charges included in above bill.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	14/8/20						

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/-

Tax Invoice

(ORIGINAL FOR RECIPIENT)

GAUTAM TRADERS
#2-2-99&100 (60/1 & 2)
Pan Bazar, Ranigunj,
Secunerabad-500003
Mobile No:9246534583
GSTIN/UIN: 36AADFG1002D1ZA
State Name : Telangana, Code : 36
Contact : 9246534583
E-Mail : enquirygautam123@gmail.com

Invoice No. **164**	Dated **7-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **24/F8/CR**	Other Reference(s)
Buyer's Order No. **69043-14739**	Dated **7-Aug-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Consignee
Summit Sales LLP (MODI)
Mallpur
Nacharam
Hyderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (if other than consignee)
Summit Sales LLP (MODI)
Mallpur
Nacharam
Hyderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

AP12V
8470
9966418555

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**PC SHEET** *2X4=24*	39206190	**192.00 SQF**	144.00	SQF	**27,648.00**
	Transport Charges					**1,000.00**
	Cutting Charges					**1,200.00**
	OUTPUT CGST@9%			9	%	**2,686.32**
	OUTPUT SGST@9%			9	%	**2,686.32**
	Round Off					**0.36**
	Total		**192.00 SQF**			**₹ 35,221.00**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68791
Date 19/8/20
Sign.

Amount Chargeable (in words)
INR Thirty Five Thousand Two Hundred Twenty One Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
39206190	29,848.00	9%	2,686.32	9%	2,686.32	5,372.64
Total	**29,848.00**		**2,686.32**		**2,686.32**	**5,372.64**

Tax Amount (in words) : **INR Five Thousand Three Hundred Seventy Two and Sixty Four paise Only**

Company's PAN : **AADFG1002D**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **CITY UNION BANK**
A/c No. : **076120000039380**
Branch & IFS Code : **Pan Bazar, Secunderabad & CIUB0000076**

Customer's Seal and Signature

for GAUTAM TRADERS

Authorised Signatory

This is a Computer Generated Invoice

GAUTAM TRADERS 9246534583
A/c.O.D.No:076120000039380
CITY UNION BANK LTD. 2757733
M.G. Road, Rnj, Sec'bad-3. T.S
IFSC CODE:CIUB0000076

INWARD
Inward No: 10388 Date: 8/8/20
MRN No:
Received By:
SUMMIT SALES LLP

Purchase Order

Page(s) 1 Of 1 07-08-2020 11:48:15

69043
24.07.20 11:20:52

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

Supplier Details			
Gautam Traders	**Doc No**	69043	14739
Pan Bazar, Secunderabad - 500 003	**Doc Date**	07-08-2020	
	Quote No	Nil	
GSTIN 36AADFG1002D1ZA 66388456.	**Quote Date**	27-05-2020	
2771-2740 / 5538-2111 / 5538-8456 9246534583/9949490981	**SupplyType**	Supply	

Kind Attn : Mr. Gautam Jain.

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6002 - Miscellaneous - Acrylic Sheet - other - sft *2' x 4' - 6mm thick - 24 nos*	192.00	144.00	0.00	18.00	32,624.64
					Total Order Value . . .	**32,624.64**

Rupees : Thirty Two Thousand Six Hundred Twenty Four and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st qlty. Transparent.
Payment Terms	100% as advance at the time of delivery.
Tax	Inclusive of all taxes
Delivery Date	Within 2days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs. 32,625/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Pymt as per actual receipt of material. Above order for stock maintaine purpose. Cutting charges extra @50 per sheet.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 08/08/2020

Accepted the above Terms And Conditions

For ***Gautam Traders***

Name : ____

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	22.7.2020
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	14739
Material required before date:		ID No.	58677

No	Description	Size	Quantity	Units	Inward No	Date
1	ACRYLIC SHEET - 6MM THICKNESS	4X2	35 24	SHEETS		
2			OR			
3		or 8X4	6	Nos		
4						
5						
6	69048					
7						
8						
9						

Remarks: Delivery at sov llp

Prepared By	SOWMYA	Approved by	
Sign.& Date	22.07.2020	Sign. & Date	

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

APPROVED BY
22 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

 05-08-2020 13:43:20 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			
Gautam Traders	**Doc No**	69043	14739
Pan Bazar, Secunderabad - 500 003	**Doc Date**	05-08-2020	
	Quote No	Nil	
GSTIN 36AADFG1002D1ZA 66388456.	**Quote Date**	27-05-2020	
2771-2740 / 5538-2111 / 5538-8456 9246534583/9949490981	**SupplyType**	Supply	

Kind Attn : Mr. Gautam Jain.

Estimate/Draft PO for the Supply of following Items.

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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
05 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

T.D. [illegible] 5/8/20.

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

Draft PO for Approval

Accepted the above Terms And Conditions
For ***Gautam Traders***

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