PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	69200.	PO / WO Date.	28/7/20.
Supplier Name	Shiv shakti Machine tools hardware & Electricals	PO/WO amount	318.6
Firm/Company	SSHP.	Project	SHLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	2020-21/978/SS	1/8/20.	319
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			319.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81758	☑ 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:				319
Amount E – PO / WO value:				319
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._____/- □ No
Payment – due date	**7.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	5/8/20						

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

Shiv Shakti Machine Tools Hardware and Electricals
2-3-7, M.G Road, Secunderabad.
Ph: 040-40030129
GSTIN/UIN: 36ADQFS9120G1ZQ
State Name : Telangana, Code : 36
E-Mail : ssmtsecunderabad@gmail.com

Invoice No. **2020-21/978/SS**	Dated **1-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **978**	Other Reference(s)
Buyer's Order No. **69200-14704**	Dated **28-Jul-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
Summit Sales LLP (Modi)
5-4-187/3&4 2nd Floor, M.G Road, Secunderabad.
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Cut Off Wheel 350*3mm**	6804	**2 pc**	135.00	pc		**270.00**
	CGST						**24.30**
	SGST						**24.30**
	R/O						**0.40**
	Total		**2 pc**				**₹ 319.00**

INWARD WITH TIME:
Inward No: 10377 Dt: 1/8/20
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6840
Date 8/8

Amount Chargeable (in words) *E. & O.E*
INR Three Hundred Nineteen Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
6804	270.00	9%	24.30	9%	24.30	48.60
Total	**270.00**		**24.30**		**24.30**	**48.60**

Tax Amount (in words) : **INR Forty Eight and Sixty paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 4672 Dt: 4/8/20
MRN No: 81756 Dt: 5/8/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Purchase Order

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69200
31.07.20 12:08:30

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

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	69200	14704
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	28-07-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	20-01-2019	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Cutting blade Norton 14"*	2.00	135.00	0.00	18.00	318.60
				Total Order Value . . .		**318.60**

Rupees : Three Hundred Eighteen and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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 Site use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ______

Date : __/__/____

Bhaskar sir.

Requisition Form

Company Name:	SSLLP	Date:	9.7.2020
Site & Phase :	SHLLP	Time:	10.00
Supplier		Req. No.	14704
Material required before date:		ID No.	58359

No	Description	Size	Quantity	Units	Inward No	Date
1	GRANITE CUTTING BLADE	14"	2	NOS		
2	69200					
3						
4						
5						
6						
7						
8						
9						

Remarks:Delivery at sov llp

Prepared By	SOWMYA	Approved by	
Sign.& Date	9.07.2020	Sign. & Date	

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

APPROVED
29 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT