PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/8/20.	Prepared by:	SOWMYA
PO/WO no.	69496.	PO / WO Date.	10/8/20
Supplier Name	Datty Communications	PO/WO amount	10,030
Firm/Company	Sslp	Project	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	39	12/8/20	8500
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8500

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82072	☑ 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:	8,500
Amount E – PO / WO value:	10,030
Amount F – Difference (A – E):	1530

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	**21.8.2020**

Remarks: Supplier is in Composition Scheme. No GST.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	[signature]				
Date	21/8/20	26/8/20					

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/-

GST no:36AIAPT3956C1Z9

BILL

PO- 6T496

DATTHU COMMUNICATION

Advt. For Print, Electronics, Outdoor

Plot No. 47, Near Church Colony, Cherlapally, hyd. Ph: 9390991131

20/8/20

No: 039

Date : 12 Aug 2020

M/S: SUMMIT SALES LLP. MG Road Secunderabad-500003. Gst no: 36ACQFS2044C1Z7

S.No	PARTICULAR	SIZE	QTY	AMOUNT
01)	KBK Hand Sanitizer (50x170)	500 ml	50 no	8500/-
			Gross Amount	
			Others	
			Net Amount	8500/-

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 68490
Dt: 24/8

Certified by:
Stores Manager

INWARD
Inward No: 14726 Dt: 14/8/20
MRN No: 82072 Dt: 14/8/20
Received By:
Sign:
SUMMIT SALES LLP

Rupees(Eight Thousand Five Hundred Rupees

.............Only)

Cheque to be Made in Favour Of **"DATTHU COMMUNICATION"**

Vijaya bankCurrent account - 415700301000214

IFSC code- vijb0004157

For Datthu Communication

For Datthu Communication,
Proprietor.

Authorised Sign.

Purchase Order

 10-Aug-20 3:16:35 PM

69496
06.08.20 2:48:34

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

Supplier Details			
Datthu Communication	**Doc No**	69496	14785
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	**Doc Date**	10-08-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	**Quote Date**	10-08-2020	
9912495155 9912495155	**SupplyType**	Supply	

Kind Attn : Praveen

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	4112 - Consumables - Sanitizer - 500 ml - Nos	50.00	170.00	0.00	18.00	10,030.00
					Total Order Value . . .	**10,030.00**

Rupees : Ten Thousand Thirty Only.

Terms and Conditions :-

Specification / Brand	KBK, Hand sanitizer, pump model.
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 3 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	By cheque................., Rs. 10,030-00
Other Terms	We reserve the rights to reject the items if not as specified, above order is for Stock replanish purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Datthu Communication***

Name : ____________

Date : __/__/____

Estimate/Draft PO

 10-Aug-20 1:57:44 PM 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

Supplier Details			
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Warranty	Nil
Advance Paid	By cheque................., Rs. 10,030-00
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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

APPROVED BY
10 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

1/8/20

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Datthu Communication*

Name : ______________ Name : ______________ Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	08.08.2020
Site & Phase :	SHLLP	Time:	114.30
Supplier		Req. No.	14785
Material required before date:		ID No.	59039

No	Description	Size	Quantity	Units	Inward No	Date
1	SANITIZER		48	NOS		
2						
3	69496					
4						
5						
6						
7						
8						
10						

Remarks: For stock maintenance purpose

Prepared By	SOWMYA	Approved by	
Sign.& Date	08.08.2020	Sign. & Date	APPROVED BY 08 AUG 2020 SOHAM MODI MANAGING DIRECTOR

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

(170+18)