PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/9/20.	Prepared by:	SOWMYA
PO/WO no.	69798	PO / WO Date.	25/8/20.
Supplier Name	Naveen metal udyog	PO/WO amount	17,180
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	093	26/8/20	17,180
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,180

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	092	26/8/20	82451	☑ 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:	17,180.
Amount E – PO / WO value:	17,180
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	**5.9.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature]				
Date	3/9/20	3/9					

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. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. SUMMIT SALES LLP
M. G. ROAD,
SECUNDERABAD

Phone ______ Fax ______

GST No. 3 6 A C Q F S 2 0 4 4 C 1 Z 7

Invoice No. : 093 Date : 26/08/20

P. O. No. & Date : 69798/14821 25/08/20

D. C. No. : Date :

Desp. Through : TS-10-UB-5649

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7209	Sheets	7 Nos.	@ 2080/-	14560=00
			SUB TOTAL	14560=00
				—
			SGST @ 9%	1310=00
			CGST @ 9%	1310=00
			IGST @	—
			G. TOTAL	17180=00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68987 Date 5/9

INWARD WITH TIME:
Inward No. 10393 Dt: 26/8/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

INWARD
Inward No: 14800 Dt: 31/8/20
MRN No: 82451 Dt: 01/9/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

BANK : **UNITED BANK OF INDIA** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : UTBioSEC813

Rupees Seventeen thousand One hundred and eighty

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

 25-08-2020 14:41:53

69798
21.08.20 11:16:08

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

Supplier Details			
Naveen Metal Udyog 4-5-155, Pan Bazar, Sec-bad-03.	**Doc No**	69798	14821
	Doc Date	25-08-2020	
	Quote No	Nil	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	15-07-2020	
66382026. 9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8089 - Steel - other - MS Sheet - 18guage - kgs *8' x 4' - 07 sheets - in sft*	224.00	65.00	0.00	18.00	17,180.80
			Total Order Value . . .			**17,180.80**

Rupees : Seventeen Thousand One Hundred Eighty and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 1st quality.
Payment Terms	Within 7days of delivery of all materials & Production of bill
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	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 making of Measurement boxes.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 26/08/2020

Accepted the above Terms And Conditions
For *Naveen Metal Udyog*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.08.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14821
Material required before date:		ID No.	59259

No	Description	Size	Quantity	Units	Inward No	Date
1	M.S SHEET- 18 GUAGE	8'X4'	7	NOS		
2	M S L-ANGLE	1"X1"X3MM	22	LEN	43 to +84 - 40C: 65kg	
3	WELDING RODS		2	BOXES		
4						
5						
6	69798					
7		69 799	69800			
8						
9						

Remarks:For making M.S measurement boxes

Prepared By	SOWMYA	Approved by	
Sign.& Date	19.08.2020	Sign. & Date	

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

APPROVED BY
21 AUG 2020
SOHAM MODI
MANAGING DIRECTOR