PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/8/20.	Prepared by:	SOWMYA
PO/WO no.	69789	PO / WO Date.	25/8/20
Supplier Name	Sathyanarayana hardwares	PO/WO amount	5,399
Firm/Company	SSllp.	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	313	25/8/20.	5,399
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,399

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82397	☑ 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:	5,399
Amount E – PO / WO value:	5,399
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:	Sowmya	[signature]					
Date	31/8/20	3/9/20					

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:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

- ☐ Original for Receipt
- ☐ Duplicate for Transporter
- ☐ Triplicate for Supplier

Invoice No. : 3131/19 - 20
Invoice Date : 29/08/2020
State : Telangana State Code36

Transportation Mode:
Vehicle Number:
P.O. Number :
LR No:
No. of Cases:
Place of Supply:

DETAILS OF CONSIGNEE: BILLED TO

NAME: Summit Sales LLP.
Address: M.G.Road, Secbd.
GSTIN: 36ACBFS2044C1Z7.
State: Telangana State Code: 36

DETAILS OF RECEIVER: SHIPPED TO

NAME: 69789
Address: PO No - 14813
29/08/20.
GSTIN:
State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	7318	3408 SS Screws (100x10).	30	Pkt	114/-		18%	3420=00
2	7318.	3008 wooden screws.	30	Pkt	38.50		18%	1155=00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13		Rs 5399/-						
14								

INWARD
Inward No: 14789 Dt: 29/8/20
MRN No: 87397 Dt: 29/8/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

MCCI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68866
Date 1/9

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST		
						Transport / If any	
						Total Amount before Tax	4575=00
						Add. CGST 9%	412=00
						Add: SGST 9%	412=00
						Add: IGST	

Amount in words: Five thousand three hundred & ninety nine only

GRAND TOTAL 5399=00

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

Purchase Order

 25-08-2020 4:54:09 PM

69789
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			
Sathyavarapu Hardwares, #2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.	**Doc No**	69789	14813
	Doc Date	25-08-2020	
	Quote No	Nil	
GSTIN 36BCBPS4784B1ZJ	**Quote Date**	25-08-2020	
65910337. 9885316000.	**SupplyType**	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts *32 x 8*	30.00	114.00	0.00	18.00	4,035.60
2	2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos	30.00	38.50	0.00	18.00	1,362.90
					Total Order Value . . .	**5,398.50**

Rupees : Five Thousand Three Hundred Ninty Eight and Paise Fifty 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 Stock use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sathyavarapu Hardwares,***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	18.08.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14813
Material required before date:		ID No.	59326

No	Description	Size	Quantity	Units	Inward No	Date
1	SS SCREWS	32X8	30	PKTS		
2	WOOD SCREWS 69789	30x8	30	PKTS		
3	HOLD FAST		250	KGS		
4	MS NAILS 69790	21/2"	50	KGS		
5	MS NAILS	2"	50	KGS		
6	BOMBAY NAILS	2"	50	KGS		
7						
8						
9						
10						
11						
12						
13						
14						
15						

Remarks:FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY 19 AUG 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	18.08.2020	Sign. & Date	

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