PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69407	PO / WO Date.	07/08/2020
Supplier Name	M. Sudarshan	PO/WO amount	Rs. 5,94,531/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	120	05/09/2020	Rs. 5,94,531/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 5,94,531/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	-	04/09/2020	82629	☑ 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. 5,94,531/-
Amount E – PO / WO value:	Rs. 5,94,531/-
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. 2,97,266/- ☐ No
Payment – due date	**26/09/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature]	[signature]			
Date	18/9/20	18/9	18/9/2020				

APPROVED BY
18 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

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 INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Summit Sale's LLP 5-4-187/3&4 II Floor MG Road Sc-bad	Bill No. 120 Date : 5-9-20
	D.C No. Date :
GST No 36ACQFS2044C1Z7	Order No. 69407 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum Powder coating 3 Track Slyding windows with 4mm plain glass 4'-0 x 4'-0 x 20 Nos			320-0	310=00	99200	00
2	— do — 6'-0 x 4'-0 x 30			720-0	280=00	201600	00
3	Aluminum powder coating open window with 4mm plain glass 2'-0 x 4'-0" x 36 Nos			288-0	330=00	95040	00
4	— do — 2'-0 x 2'-0 x 60 Nos			240-0	450=00	108000	00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6925 Date 15-9 Sign.

Rupees In Words : Five Lakh Ninty Four Thousand Five hundred Thirty one and Twenty Paisay

SUB TOTAL		503840	00
SGST %	9	45345	60
CGST %	9	45345	60
IGST %			
GRAND TOTAL		594531	20

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For **M. SUDARSHAN**

Sudarshan

Signature

M. Sudarshan 4/9/20

PO.NO 69407 —— RNo 14764

Aluminum 3 Trak windows

1. 4'-0 x 4'-0 — 20 NOS
2. 6'-0 x 4'-0 — 30 NOS
3. open windows 2'-0 x 4'-0 — 36 NOS
4. Ventilators 2'-0 x 2'-0 — 60 NOS

Checked
4/9/20
Niranjan

INWARD	
Inward No:	Dt: 4/9/20
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD.
INWARD
No. 40940
Date 8/9
Sign.

INWARD	
Inward No: 14832	Dt: 4/9/20
MRN No: 82629	Dt: 4/9/20
Received By:	Sign:
SUMMIT SALES LLP	

Purchase Order

 07-08-2020 11:48:15

69407
06.08.20 2:48:33

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

Supplier Details			
Mr. M. Sudarshan	**Doc No**	69407	14764
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	07-08-2020	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	06-03-2020	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2214 - Carpentry - windows - Al. Sliding - other - sft *47.50" x 47.50" - 3 track - 20 nos*	320.00	310.00	0.00	18.00	117,056.00
2	2205 - Carpentry - windows - Al. Openable - other - sft *23.50" x 47.50" - 36 nos*	288.00	330.00	0.00	18.00	112,147.20
3	2214 - Carpentry - windows - Al. Sliding - other - sft *71.50" x 47.50" - 3 track - 30 nos*	720.00	280.00	0.00	18.00	237,888.00
4	2218 - Carpentry - windows - Al.Ventilator - other - sft *23.50" x 23.50" - 60 nos*	240.00	450.00	0.00	18.00	127,440.00
					Total Order Value . . .	**594,531.20**

Rupees : Five Lakh(s) Ninty Four Thousand Five Hundred Thirty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	50% as advance & balance 50% on delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 2,97,266/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintaine purpose.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

08/08/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.07.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14764
Material required before date:		ID No.	58860

No.	Description	Size	Quantity	Units	Inward No	Date
1	ALU WINDOWS -3 TRACK	6'X4'	60	NOS	✓ 30 + 30	
2	ALU WINDOWS -3 TRACK	4'X4'	41	NOS	✓ 21 + 20	
3	ALU WINDOWS -3 TRACK	4'X3'	2	NOS	✓ 2	
4	AL OPENABLE WINDOWS	2'X4'	72	NOS	✓ 36 + 36	
5	AL OPENABLE VENTILATOR	2'X2'	120	NOS	✓ 60 + 60	
6						
7						
8	69405		69407 ✓			
9						
10						

Remarks: FOR SITES AND STOCK MAINTAIN

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.7.2020	Sign. & Date	

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

APPROVED BY
31 JUL 2020
MANAGING

Estimate/Draft PO

Page(s) 1 Of 1 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			
Sri Sai Rohith Marketing Company	**Doc No**	69405	14764
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	05-08-2020	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	06-03-2020	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Estimate/Draft PO for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2214 - Carpentry - windows - Al. Sliding - other - sft *47.50" x 47.50" - 3 track - 21 nos*	336.00	310.00	0.00	18.00	122,908.80
2	2214 - Carpentry - windows - Al. Sliding - other - sft *47.50" x 35.50" - 3 track - 02 nos*	24.00	320.00	0.00	18.00	9,062.40
3	2205 - Carpentry - windows - Al. Openable - other - sft *23.50" x 47.50" - 36 nos*	288.00	330.00	0.00	18.00	112,147.20
4	2214 - Carpentry - windows - Al. Sliding - other - sft *71.50" x 47.50" - 3 track - 30 nos*	720.00	280.00	0.00	18.00	237,888.00
5	2218 - Carpentry - windows - Al.Ventilator - other - sft *23.50" x 23.50" - 60 nos*	240.00	450.00	0.00	18.00	127,440.00
					Total Order Value . . .	**609,446.40**

Rupees : Six Lakh(s) Nine Thousand Four Hundred Fourty Six and Paise Fourty Only.

P.O. 69407 – 594,531.20

12,03,977/-

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	50% as advance & balance 50% on delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 3,04,723/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintaine purpose.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

APPROVED BY
05 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

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

For ***Summit Sales LLP***

Authorised Signatory

Draft PO for Approval

P.T.O

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ______________

Name : ______________

Date : __/__/____

Estimate/Draft PO

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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

Mr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	69407	14764
Doc Date	05-08-2020	
Quote No	Nil	
Quote Date	06-03-2020	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Estimate/Draft PO for the Supply of following Items.

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3	2214 - Carpentry - windows - Al. Sliding - other - sft *71.50" x 47.50" - 3 track - 30 nos*	720.00	280.00	0.00	18.00	237,888.00
4	2218 - Carpentry - windows - Al.Ventilator - other - sft *23.50" x 23.50" - 60 nos*	240.00	450.00	0.00	18.00	127,440.00
	Total Order Value . . .					**594,531.20**

Rupees : Five Lakh(s) Ninty Four Thousand Five Hundred Thirty One and Paise Twenty Only.

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Advance Paid	Rs. 2,97,266/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintaine purpose.
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Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

APPROVED BY
05 AUG 2020
MANAGING DIRECTOR

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

For ***Summit Sales LLP***

Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________

Name : ____________

Date : __/__/____

Daily report of items ordered on Friday as per Updated Circular no.308(a)																			
Prepared By :				SOWMYA															
Date:				30.7.2020															
<PO NO>																			
<PO NO>						68538		68299	68696	68904	67769	67236	68695	68690					
<PO NO>						68541		69133	<PO NO>	<PO NO>	67979	68266	<PO NO>	<PO NO>					
<PO NO>						69075		<PO NO>	<PO NO>	<PO NO>	68744	68419	<PO NO>	<PO NO>					
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<PO NO>						<PO NO>		<PO NO>	<PO NO>	<PO NO>	69026	<PO NO>	<PO NO>	<PO NO>					
<PO NO>						<PO NO>		<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>					
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<PO NO>						<PO NO>		<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>	<PO NO>					
Friday					A	B	C								D	E=C+D-A-B			
S No	Item Code	**Item Description**	**Each size in sft**	**Size**	**Present Stock at SSLLP**	**Pending delivery from supplier**	**Min Stock Required**	**NE**	**AGH**	**VISTA**	**SOVLLP**	**VOCLLP**	**GMR**	**AEDIS DEVELOPRES**	**Sub Total**	**Order Quantity**	**Order qty in sft**	**Rate**	**Amount**
1	2400	Al.sliding windows-3 track	24.00	6'x4'	-	115.00	25.00	21.00	24.00	4.00	55.00	48.00	31.00	-	183.00	93.00	2,232.00	280.00	6,24,960.00
2	2401	Al.sliding windows-3 track	20.00	5'x4'	31.00	-	25.00	-	-	-	-	26.00	-	-	26.00	20.00	400.00	300.00	1,20,000.00
3	2402	Al.sliding windows-3 track	16.00	4'x4'	3.00	36.00	25.00	-	-	23.00	8.00	6.00	-	18.00	55.00	41.00	656.00	310.00	2,03,360.00
4	2403	Al.sliding windows-3 track	14.00	4'x3'6"	12.00	22.00	10.00	6.00	-	-	-	3.00	-	-	9.00	-	-	310.00	-
5	2404	Al.sliding windows-3 track	9.00	3'x3'	20.00	1.00	15.00	-	-	-	-	-	-	3.00	3.00	-		320.00	-
6	2405	Al.sliding windows-3 track	12.00	4'x3'	25.00	-	15.00	-	5.00	7.00	-	-	-	-	12.00	2.00	24.00	310.00	7,440.00
7	2406	Al.sliding windows-3 track	12.00	3'x4'	21.00	12.00	15.00	10.00	3.00	-	-	-	2.00	-	15.00	-	-	320.00	-
8	2407	Al.sliding windows-2 track	24.00	6'x4'	28.00	-	25.00	-	-	-	-	-	-	-	0.00	-	-	200.00	-
9	2408	Al.sliding windows-2 track	20.00	5'x4'	32.00	-	25.00	-	-	-	-	-	-	-	0.00	-	-	200.00	-
10	2409	Al.sliding windows-2 track	16.00	4'x4'	6.00	-	25.00	-	-	-	-	-	-	-	0.00	19.00	304.00	215.00	65,360.00
11	2410	Al.sliding windows-2 track	12.00	4'x3'	-	-	10.00	-	-	-	-	-	-	-	0.00	10.00	120.00	215.00	25,800.00
12	2411	Al.sliding windows-2 track	12.00	3'x4'		-	10.00	-	-	-	-	-	-	-	0.00	10.00	120.00	220.00	26,400.00
13	2412	Al.sliding windows-2 track	9.00	3'x3'	8.00	-	10.00	-	-	-	-	-	-	-	0.00	2.00	18.00	215.00	3,870.00
14	2413	Al.openable windows	8.00	2'x4'	25.00	-	25.00	-	16.00	-	56.00	-	-	-	72.00	72.00	576.00	330.00	1,90,080.00
15	2414	Al.openable windows-ventilator	4.00	2'x2'	5.00	20.00	25.00	25.00	9.00	19.00	79.00	10.00	-	-	142.00	142.00	568.00	450.00	2,55,600.00
16	2415	Al.openable windows-ventilator	6.00	3'x2'	7.00	40.00	25.00	-	-	-	-	15.00	-	-	15.00	-	-	370.00	-
		Total			223.00	246.00	310.00	62.00	57.00	53.00	198.00	108.00	33.00	21.00	532.00	411.00	-		15,22,870.00

APPROVED BY
05 AUG 2020
SOHAM MODI
MANAGING DIRECTOR