PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	26/09/2020	Prepared by:	MINISH.
PO/WO no.	69367	PO / WO Date.	03/08/2020
Supplier Name	Radhakishan Bhutada	PO/WO amount	17,325/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	065.	20/08/2020	17,325/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. ~~13,027/-~~ 17,325/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82772	☑ 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:	17,325/-
Amount E – PO / WO value:	17,325/-
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	31/09/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 26 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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

(ORIGINAL FOR RECIPIENT)

Radhakishan Bhutada
Wholesale Cloth Merchant
2-2-46/47, Pan Bazar,
Secunderabad
GSTIN/UIN: 36AAOPB7329P1Z4
State Name : Telangana, Code : 36
Contact : 040-27717253,9440422254
E-Mail : radhakishanbhutada@gmail.com

Invoice No. **GST/065/20-21**	Dated **20-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 69367	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
Summit Sales LLP
5-4-187/3&4, 2nd Floor,
Mg Road, Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
PAN/IT No : ACQFS2044C
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity Shipped	Quantity Billed	Rate	per	Disc. %	Amount
1	**Saree** *Uniform D No. 77212*	5407	30 pcs	**30 pcs**	550.00	pcs		**16,500.00**
	Cgst							**412.50**
	Sgst							**412.50**
	Total		**30 pcs**	**30 pcs**				**₹ 17,325.00**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69375
Date 18/9

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
Date 1/10

E. & O.E

Amount Chargeable (in words)
Indian Rupees Seventeen Thousand Three Hundred Twenty Five Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	16,500.00	2.50%	412.50	2.50%	412.50	825.00
Total:	**16,500.00**		**412.50**		**412.50**	**825.00**

Tax Amount (in words) : **Indian Rupees Eight Hundred Twenty Five Only**

Company's Bank Details
Bank Name : **The A.P. Mahesh Co-Operative Urban Bank Ltd.**
A/c No. : **007001400007909**
Branch & IFS Code : **M G Road ,Secunderabad & APMC0000007**

Company's PAN : **AAOPB7329P**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Radhakishan Bhutada

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

69367

Tax Invoice

(TRIPLICATE FOR SUPPLIER)

Radhakishan Bhutada
Wholesale Cloth Merchant
2-2-46/47, Pan Bazar,
Secunderabad
GSTIN/UIN: 36AAOPB7329P1Z4
State Name : Telangana, Code : 36
Contact : 040-27717253,9440422254
E-Mail : radhakishanbhutada@gmail.com

Invoice No. **GST/065/20-21**	Dated **20-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 69367	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
Summit Sales LLP
5-4-187/3&4, 2nd Floor,
Mg Road, Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
PAN/IT No : ACQFS2044C
State Name : Telangana, Code : 36
Place of Supply : Telangana

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	Cgst							**412.50**
	Sgst							**412.50**
	Total		**30 pcs**	**30 pcs**				**₹ 17,325.00**

Certified by:
Stores Manager

INWARD
Inward No: 14857 Dt: 5/9/20
IRN No: 82772 Dt: 9/9/20
Received By: Sign:
SUMMIT SALES LLP

69375
18/9

E. & O.E

Amount Chargeable (in words)
Indian Rupees Seventeen Thousand Three Hundred Twenty Five Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
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for Radhakishan Bhutada

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 06-08-2020 14:12:30

69367
31.07.20 12:25:05

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

Supplier Details			
Radhakishan Bhutada 2-2-46/47,Macherla Complex,Pan Bazar,Secunderabad-500003 **GSTIN** 36AAOPB7329P1Z4 040-27717253 9533822422	**Doc No**	69367	16325
	Doc Date	03-08-2020	
	Quote No	Nil	
	Quote Date	03-08-2020	
	SupplyType	Supply	

Kind Attn : Abhishek Bhutada

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4104 - Consumables - Saree - NA - Nos *Model no 77212*	30.00	550.00	0.00	5.00	17,325.00
	Rupees : Seventeen Thousand Three Hundred Twenty Five Only.		**Total Order Value . . .**			**17,325.00**

Terms and Conditions :-

Specification / Brand	Saree will be "Royal blue" with blouse, 6.00 meters.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within one week
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not specifiy as per PO any Sample saree, any damage in saree suppliers responsilility, above order is for staff female, Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Radhakishan Bhutada***

Name : ____________________

Date : __/__/____

Estimate/Draft PO

 03-Aug-20 2:29:41 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			
Radhakishan Bhutada	**Doc No**	69367	16325
2-2-46/47,Macherla Complex,Pan Bazar,Secunderabad-500003	**Doc Date**	03-08-2020	
	Quote No	Nil	
GSTIN 36AAOPB7329P1Z4	**Quote Date**	03-08-2020	
040-27717253 9533822422	**SupplyType**	Supply	

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Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not specifiy as per PO any Sample saree, any damage in saree suppliers responsilility, above order is for staff female, Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

APPROVED BY
-5 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

3/8/20

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Radhakishan Bhutada***

Name : ____________

Date : __/__/____

68835

Requisition Form

Requisition Form

Company Name:	Summit Sales LLP	Date:	07-07-2020
Site & Phase ;	All Projects ;	Time:	12:00
Supplier		Req. No.	16325
Material required before date:		ID No.	58332

No	Description	Size	Quantity	Units	Inward No
1	Sarees to female staff of Sales, CR team. Total members - 9 and one member - 3 sarees	6 mtrs	27	No's	
2					
3					
4					
5					
6					
7					

69367

Remarks: Above expenses to be divided as Employer - 65% and Employee - 35% (Deduct from salary)

Prepared By	Prasad	Approved by	
Sign.& Date		Sign. & Date	

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

07/07/2020

APPROVED BY
- 8 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

MEMO

DATE & FROM:	TO & REMARKS.
24-07-2020.	
PRASAD.E	
	Sir,
	Sub: Sarees to lady staff of
	CR4 Sales.
	which we are Provided last year
	sarees to lady staff. we enquired
	in sarees supplier and other supplier
	There is not available stock.
	So lady staff selected one saree model.
	Attached below.
	last year saree cost Rs. 650/- + GST.
	this model cost Rs. 550 + GST.
	please suggest me.
	24/07/2020.
	APPROVED BY 24 JUL 2020 MANAGING DIRECTOR


77212