PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	70519.	PO / WO Date.	19/9/20.
Supplier Name	Datta Communications	PO/WO amount	8,500
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	070	21/9/20	8500
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,500

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			~~NA~~ 83447	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				–
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				8,500.
Amount E – PO / WO value:				8,500
Amount F – Difference (A – E): GST-18%				–

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	**10.10.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	6/10/20						

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

DATTHU COMMUNICATION

Advt. For Print, Electronics, Outdoor

Plot No. 47, Near Church Colony, Cherlapally, hyd. Ph: 9912495155

No: 070 Po. 70519 **Date :** 21 Sep 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. 69978 Date 13/10 Sign.

INWARD	
Inward No: 14976	Dt: 26/9/20
MRN No: 83447	Dt: 28/9/20
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Rupees(Eight Thousand Five Hundred Rupees Only)

For Datthu Communication

For Datthu Communication,

Proprietor.

Authorised Sign.

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

Bank ofBaroda - Dammaiguda Branch

Current account - 80960200000132

IFSC code- BARB0VJDAMM

Purchase Order

Original

70519
17.09.20 3:46:38

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**	70519	14907
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	**Doc Date**	19-09-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	**Quote Date**	17-09-2020	
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 *KBK*	50.00	170.00	0.00	0.00	8,500.00
				Total Order Value . . .		**8,500.00**

Rupees : Eight Thousand Five Hundred 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. 8,500-00
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

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**	70519	14907
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	**Doc Date**	17-09-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	**Quote Date**	17-09-2020	
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Advance Paid	By cheque................., Rs. 8,500-00
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Measurment	Nil
Security	Nil
Remarks	Nil

APPROVED BY
18 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Datthu Communication***

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	16.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14907
Material required before date:		ID No.	59964.

No	Description	Size	Quantity	Units	Inward No	Date
1	SANITIZERS		50	NOS		
2						
3						
4	70519					
5						
6						
7						
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	16.9.2020	Sign. & Date	16 SEP 2020 SOHAM MODI MANAGING DIRECTOR

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