PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/10/2020	Prepared by:	MINISH.
PO/WO no.	71003	PO / WO Date.	05/10/2020.
Supplier Name	S.K. Enterprises.	PO/WO amount	8,650/-
Firm/Company	SSLLP.	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1	520	05/10/2020	8,650/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,650/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84026.	☑ 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:				8,650/-
Amount E – PO / WO value:				8,650/-
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	Advance Paid in full.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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. 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/-

G.S.T. INVOICE

Ph : 040-48544485

S.K. ENTERPRISES

Authorised Sales & Service Dealers of **EXIDE BATTERIES**

5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad-3.

Phones : Off : 27542144, Telefax : 27543100, Cell : 9848996678

EXIDE

Name M/S Summit Sales LLP.

Address 5-4-187/3&4 : IInd floor, M.G. Road Secunderabad.

P.O No. 71003 Date

G.S.TIN No. 36ACQFS2044C1Z7 Phone No 9381246009.

~~CASH~~ / CREDIT INVOICE No. 520 Date : 05/10/2020 D.C. No. Date :

Vehicle No. / Bty. Serial No. A1IOB228454

Sl.No.	PARTICULARS	Quantity	RATE Per Each	AMOUNT Rs.	Ps.
	Exide Battery fully charged. IB1000 (12V)	one	6758/-	6758	00
				6758	00
			SGST 14 %	946	00
			CGST 14%	946	00
			TOTAL	8650	00
	H.S.N. Code : 85071000, ~~85072000, 85044010~~				
	Rupees :		Amount	8650	00

INWARD
Inward No: 533 Dt: 05/10/2
MRN No: Dt:
Received By: damodar Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7006
Date 13/10
Sign.

S.K. ENTERPRISES : Andhra Bank , Rajbhavan Road Branch
A/c No : 049013046000382, IFSC Code : ANDB0000490
E-mail : skenterprises_secbad@yahoo.co.in

GSTIN : 36AANFS7053A1Z7

TIN No. : 36320256393

Customer Signature

For **S.K. ENTERPRISES**

S. Nandu.

Purchase Order

 05-10-2020 3:25:59 PM

Origin

71003
05.10.20 3:23:14

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

Supplier Details			
S K ENTERPRISES	**Doc No**	71003	16537
#5-4-187/5, Karbala Maidan, M.G Road , Secunderabad - 500 003	**Doc Date**	05-10-2020	
	Quote No	NIL	
040-27542144	**Quote Date**	05-10-2020	
9848996678	**SupplyType**	Supply	

Kind Attn : Mr. Nandu

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST%**	**Amount**
1	5121 - Equipment - other - Battery - industrial - other - nos *100MAH*	1.00	8,650.00	0.00	0.00	8,650.00
				Total Order Value . . .		**8,650.00**

Rupees : Eight Thousand Six Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Item shall be of EXIDE BATTERY GOLD 100L 100 AH
Payment Terms	Advance cheque
Tax	Included in the above price
Delivery Date	Immediate
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	NIL
Transportation Cost	Our scope
Warranty	18 months Guarantee from the date of Purchase
Advance Paid	RS 8650/-
Other Terms	We reserve the right to reject the items not confirming to the quality & specifications. This Order is for HO
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 05/10/2020

Accepted the above Terms And Conditions
For *S K ENTERPRISES*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLLP COMMON EXPENSES	Date:	05-10-2020
Site & Phase :	HEAD OFFICE	Time:	14:30 PM
Supplier		Req. No.	16537
Material required before date:	Urgent	ID No.	60440

No	Description	Size	Quantity	Units	Inward No	Date
1	BATTERY	100MAH	1	NOS		
2						
3						
4						
5		PO				
6	Ai	71003				
7	05/10/2020					
8						
9						
10						

Remarks : FOR HEAD OFFICE GENERATER

Prepared By	T.Abhinay	Approved by	
Sign.& Date	05- 10-2020	Sign. & Date	

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