PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/11/20	Prepared by:	NEHA
PO/WO no.	71488	PO / WO Date.	21/10/20
Supplier Name	Datto Communication	PO/WO amount	8,500/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	101	22/10/20	8,500/-
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.	-	-	84786	☑ 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 be~~low)
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	06/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	05/11	5/11					

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: 9390991131

No: 101 **Date :** 22 Oct 2020

M/S: SUMMIT SALES LLP. Plot no 47,Sy no.91&102, Chinna cherlapally. Gst no: 36AIAPT3956C1Z9

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. 7076.3
Date 04/11
Sign. Neha

INWARD
Inward No: 15164 Dt: 31/10/20
MRN No: 84786 Dt: 03/11/20
Received By: Sign:
SUMMIT SALES LLP

Rupees(Eight Thousand Five Hundred Rupees

..........Only)

For Datthu Communication

Cheque to be Made in Favour Of **"DATTHU COMMUNICATION"**
Vijaya bankCurrent account - 415700301000214
IFSC code- vijb0004157

For Datthu Communication,
Proprietor.

Certified by:

Stores Manager

Authorised Sign.

Purchase Order

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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

Supplier Details			
Datthu Communication	Doc No	71488	168063
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	Doc Date	21-10-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	Quote Date	21-10-2020	
AA27IA=2== AA27IA=2==	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	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. 10,030-00
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

Accepted the above Terms And Conditions
For ***Datthu Communication***

Name : ______________ Name : ______________ Date : __/__/____

a¬«¯ ¢¯>K>K

Purchase Order

    22-10-2020 10:43:27

71488
10.10.20 12:36:44

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**	71488	168063
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	**Doc Date**	21-10-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	**Quote Date**	21-10-2020	
9912495155 9912495155	**SupplyType**	Supply	

Kind Attn : Praveen

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Penality For Delay	Nil
Transportation	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 :

Contact - -

Accepted the above Terms And Conditions

For ***Datthu Communication***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.10.20
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168063
Material required before date:		ID No.	60918

No	Description	Size	Quantity	Units	Inward No	Date
1	SANITIZER		50	NOS		
2						
3						
4						
5		P.O. 71488				
6						
7						
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	19.10.20	Sign. & Date	

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