PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/11/20	Prepared by:	NEHA.C[redacted]
PO/WO no.	10973	PO / WO Date.	5/10/20
Supplier Name	Jai Sri Rama Cover Blocks	PO/WO amount	10,030/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	83	10/10/20	10,030/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,030/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–		☑ 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:				10,030/-
Amount E – PO / WO value:				10,030/-
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	13/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi						
Date	07/11						

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/-

Cell:9618242689
9603484877

JAI SRI RAMA COVER BLOCKS

Plot No: 266, Near Ice Factory, Gandimaisamma X Road ,
Bowrampet, Ranga Reddy, Telangana -500055

TAX INVOICE

To M/S Summit sales LLP -4-187/3&4, 11nd floor, MG road, secundrabad. 500003 **GSTIN -** 36ACQFS2044C1Z7	**INVOICE NO:083** **INVOICE DATE:** **10-10-2020** **GST: 36CQWPD4814M1Z9** **DOCNO :70973** Po- 70973

S.NO	DESCRIPTION	UOM	QTY	RATE	AMOUNT
1	20/25/40/50 mm Cement Cover blocks	Nos	10000	0.85	8500.00
		TOTAL AMOUNT			8500.00
		SGST 9%			765.00
		CGST 9%			765.00
		GRAND TOTAL			10,030.00

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 70711
Date 02/11
Sign. Neha

Thanking You,

Yours Faithfully
FOR JAI SRI RAMA COVER BLOCKS

Proprietor

INWARD	
Inward No: 15037	Dt: 10/10/20
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Purchase Order

 05-10-2020 4:07:55 PM

70973
30.09.20 4:15:46

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

Supplier Details			
Jai Sri Rama Cover Blocks	**Doc No**	70973	168016
Bowrampet, Ranga Reddy, Telangana	**Doc Date**	05-10-2020	
	Quote No	Nil	
GSTIN 36BTVPD4864J2ZO	**Quote Date**	05-10-2020	
9052171934 8185035464	**SupplyType**	Supply	

Kind Attn : Chandan Mishra

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6094 - Miscellaneous - Spacers - Other - nos	10,000.00	0.85	0.00	18.00	10,030.00
					Total Order Value . . .	**10,030.00**

Rupees : Ten Thousand Thirty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Jai Sri Rama Cover Blocks***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168016
Material required before date:		ID No.	60379

No	Description	Size	Quantity	Units	Inward No	Date
1	SPACERS 70973	ALL IN ONE	10000	NOS		
2	TEFLON TAPES 70974		500	NOS		
3	SPADE WITH HANDLE 70975		30	NOS		
4	SAFETY BELT 70976		20	NOS		
5						
6						
7						
8						
11						
12						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.9.2020	Sign. & Date	

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

APPROVED BY
01 OCT 2020
SOHAM MODI
MANAGING DIRECTOR