PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	71175	PO / WO Date.	09/10/2020
Supplier Name	Maharaja Carpets(India)	PO/WO amount	Rs. 10,950/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	0113	03/11/2020	Rs. 10,950/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 10,950/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	0113	03/11/2020	85099	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 10,950/-
Amount E – PO / WO value:				Rs. 10,950/-
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	**21/11/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 16 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/11/20	16/11/20					

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. 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

MAHARAJA CARPETS (INDIA)
6,M.C.H. COMPLEX,S.P.ROAD,SECUNDERABAD-3,T.S.
PH- 040 27808280, 27716840
www.maharajacarpetsindia.com

INVOICE No. MC–20-21/0113
DATED : 3/11/2020

To,
M/s SUMMIT SALES LLP
5-4-187/3&4, 2ND FLOOR
M.G. ROAD
SECUNDERABAD 500003

7115
ORDER - ~~7115~~/168032 **DATED**- 9.10.2020
DC.- **DATED** – -------
PAYMENT–100% ADVANCE
PARTY'S GST NO – 36ACQFS2044C1Z7

SNO	PARTICULARS	HSNCODE	SIZE	QUANTITY	RATE/ SFT	AMOUNT	PS
1.	HYGIENE MAT SOFT Shade : - GREY	3924	2' x 4' X 8 Nos	64 sft	Rs. 145/-	9280	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 11126 Date 11/11/20 Sign. Neha

OUR GST NO- 36ACIPD6650R1Z2

ADD FREIGHT (LOCAL)	-----	--
ADD CGST @ 9%	835	20
ADD SGST @ 9%	835	20
ADD IGST @	-----	--
GRANT TOTAL	**10950**	**40**

1.GOODS ONCE SOLD WILL NOT BE TAKEN BACK.
2.OUR RESPONSIBITY CEASES ONCE GOODS ARE HANDED OVER TO THE SITE OR TRANSPORTER.
3.ALL DISPUTES ARE SUBJECT TO HYDERABAD JURISDICTION.
4.INTEREST@24% WILL BE CHARGED IF BILL ARE NOT CLEARED WITHIN10 DAYS.

RECEIVED BY

FOR MAHARAJA CARPETS (INDIA)

OUR BANK DETAILS: - ORIENTAL BANK OF COMMERCE , OXFORD PLAZA BRANCH SECUNDERABAD
Account no – 10414011000114 IFSC CODE – ORBC0101041

INWARD
Inward No: 15209 Dt: 6/11/20
GRN No: 85099 Dt: 10/10/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Purchase Order

 09-10-2020 5:46:26 PM

71175
08.10.20 5:21:49

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

Supplier Details			
Maharaja Carpets (India)	**Doc No**	71175	168032
6, M.C.H. Complex, S.P. Road, Secunderabad -500 003	**Doc Date**	09-10-2020	
	Quote No	Nil	
GSTIN 36	**Quote Date**	07-11-2019	
2780-8280 98490-09946	**SupplyType**	Supply	

Kind Attn : Mr. Dashveer singh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4025 - Consumables - Door Mat - other - nos *2' x 4' -64 sft*	8.00	1,160.00	0.00	18.00	10,950.40
				Total Order Value . . .		**10,950.40**

Rupees : Ten Thousand Nine Hundred Fifty and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	As per give model name " Duro Soft" Grey colour
Payment Terms	100% advance
Tax	All taxes included in above price.
Delivery Date	Within 3 to 4 days
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	5 years limited warranty. (Max 20% wear & tear, color lifetime.)
Advance Paid	Rs...... vide ch.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stockuse purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Supplier will give width of 4', the standerd width.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Maharaja Carpets (India)***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	7.10.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	168032
Material required before date:		ID No.	605896

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPES		20 -	NOS		
2	GI BUCKETS 71147		36 –	NOS		
3	BLUE SHEET	12X18	10 –	NOS		
4	BLUE SHEET	24X18	10 –	NOS		
5	LABOUR HELMETS	MALE	100 –	NOS		
6	LABOUR HELMETS 71144	FEMALE	100 –	NOS		
7	STAFF HELMETS	WHITE	10 –	NOS		
8	PVC BUCKET WITH MUG		10 –	NOS		
9	DUST PAN		20 –	NOS		
10	COB WEB STICK 71150		10 –	NOS		
11	BOMBAY BROOMS	BIG	50 –	NOS		
12	FIRST AID KIT		5 –	NOS		
13	ACID		60 –	NOS		
14	DOOR MAT- CLOTH 71175		25 –	NOS		
15	GREY -DOOR MATS	4'X2'	8	NOS		

Remarks:FOR STOCK AND SITE PURPOSE

Prepared By	SOWMYA	Approved by	-8 OCT 2020
Sign.& Date	7.10.2020	Sign. & Date	

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