PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 17/12/2020 | Prepared by: | MINISH |
| PO/WO no. | 72683. | PO / WO Date. | 03/12/2020. |
| Supplier Name | Praful Sanitary. | PO/WO amount | 5,699/- |
| Firm/Company | SSLLP. | Project | SHLLP. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | PS/20-21/618. | 07/12/2020. | 5,699/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| | | | | |
|---|---|---|---|---|
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | | 5,699/- |
| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
| 1. | | | 86114 | ☑ 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: | 5,699/- |
| Amount E – PO / WO value: | 5,699/- |
| 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 | 21/12/2020. |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | | | | | |
| Date | 3-12-20 | 3/12 | | | | | |

APPROVED
17 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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 INVOICE

*(ORIGINAL FOR RECIPIENT)*

| | | |
|---|---|---|
| **Praful Sanitary**<br>3-6-429/6,SRI SAI TOWER,<br>St.No.4 HIMAYAT NAGAR<br>HYDERABAD<br>GSTIN/UIN: 36ACWPG4864A1ZG<br>State Name : Telangana, Code : 36<br>E-Mail : prafulsanitary@gmail.com | Invoice No.<br>**PS/20-21/ 618** | Dated<br>**7-Dec-2020** |
| | Delivery Note<br>**Invoice** | |
| | Supplier's Ref. | Other Reference(s)<br>**Credit** |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, IInd Floor, M.G Road<br>Secunderabad<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**72683** | Dated<br>**3-Dec-2020** |
| | Despatch Document No.<br>**Invoice** | Delivery Note Date<br>**7-Dec-2020** |
| | Despatched through<br>**Self** | Destination<br>**Cherlapally** |

12/12/20

| Sl No. | Description of Goods and Services | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **Tile Grout ( Ivory )** | 3214 | 18 % | **70 Kg** | 40.71 | Kg | 15.254 % | **2,415.01** |
| 2 | **Tile Grout ( White )** | 3214 | 18 % | **70 Kg** | 40.71 | Kg | 15.254 % | **2,415.01** |
| | | | | | | | | 4,830.02 |
| | ***Output CGST*** | | | | | | | **434.70** |
| | ***Output SGST*** | | | | | | | **434.70** |
| | *Less :* ***ROUNDING OFF*** | | | | | | | **(-)0.42** |
| | Total | | | **140 Kg** | | | | **₹ 5,699.00** |

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 12290
Date: 14/12
Sign: Neha

Amount Chargeable (in words)

*E. & O.E*

**Indian Rupees Five Thousand Six Hundred Ninety Nine Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 3214 | 4,830.02 | 9% | 434.70 | 9% | 434.70 | 869.40 |
| 99 | | 9% | | 9% | | |
| Total | **4,830.02** | | **434.70** | | **434.70** | **869.40** |

Tax Amount (in words) : **Indian Rupees Eight Hundred Sixty Nine and Forty paise Only**

Company's PAN : **ACWPG4864A**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

| INWARD | |
|---|---|
| Inward No: 15379 | Dt: 7/12/20 |
| MRN No: 86114 | Dt: 8/12/20 |
| Received By: | Sign: |

SUMMIT SALES LLP

# Purchase Order

 03-12-2020 3:02:33 PM Or 72683

25.11.20 1:28:07

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

| **Supplier Details** | | | |
|---|---|---|---|
| Praful Sanitary<br>3-6-138/5, Himayat Nagar, Hyderabad. | **Doc No** | 72683 | 168182 |
| | **Doc Date** | 03-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACWPG864A1ZG 40077300 | **Quote Date** | 03-12-2020 | |
| 65526886. 9849624797 | **SupplyType** | Supply | |

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 3134 - Chemicals - Tile Grout - 1kg - pkts<br>*Silk -70 nos white - 70 nos* | 140.00 | 34.50 | 0.00 | 18.00 | 5,699.40 |
| | **Total Order Value . . .** | | | | | **5,699.40** |

Rupees : Five Thousand Six Hundred Ninty Nine and Paise Fourty Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of 'Laticrete' brand. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be bome by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order is for Stock purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Praful Sanitary***

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 2.12.20 |
| Site & Phase : | SHLLP | Time: | 10.30 |
| Supplier | | Req. No. | 168182 |
| Material required before date: | | ID No. | 62028 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | TILE GROUT -SILK 72683 | 1 KG | 70 | NOS | | |
| 2 | TILE GROUT-WHITE | 1 KG | 70 | NOS | | |
| 3 | RBR ROFF BOND 72686 | 5 LTRS | 2 | NOS | | |
| 4 | BOMBAY NAILS 72684 | 2" | 20 | KGS | | |
| 5 | MS NAILS | 2" | 50 | KGS | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| | | | | | | |

Remarks: STOCK MAINTENANCE AND SITE USE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY 02 DEC 2020 SOHAM MODI MANAGING DIRECTOR |
| Sign.& Date | 2.12.2020 | Sign. & Date | |

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