PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	72585	PO / WO Date.	27/11/20.
Supplier Name	Datta Communications	PO/WO amount	5,100.
Firm/Company	SSllp	Project	SSllp
Sl. No.	Bill No.	Bill Date	Bill amount
1	128	30/11/20	5,100.
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,100.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86148	☑ 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:	5,100.
Amount E – PO / WO value:	5,100
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	**26.12.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	17/12/20	17/12					

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: 128 PO- 72505

Date : 30 Nov 2020

M/S: SUMMIT SALES LLP. MG Road Secunderabad-500003. Gst no: 36ACQFS2044C1Z7

S.No	PARTICULAR	SIZE	QTY	AMOUNT
01)	KBK Hand Sanitizer (30x170)	500 ml	30 no	5100/-
			Gross Amount	
			Others	
			Net Amount	5100/-

11/12/20

MODI PROPERTIES PVT. LTD. SEC'BAD
No: 7228
Date: 14/12

INWARD
Inward No: 15393 Dt: 9/12/20
GRN No: 86148 Dt: 9/12/20
Received By: Sign:
SUMMIT SALES LLP

Rupees(Five Thousand One Hundred Rupees ...Only)

For Datthu Communication

For Datthu Communication,
Proprietor.

Authorised Sign.

Cheque to be Made in Favour Of "DATTHU COMMUNICATION"

Bank of Baroda - Dammaiguda Branch

Current account - 80960200000132

IFSC code- BARB0VJDAMM

 27-11-2020 15:25:30

Purchase Order

Origi

72505
25.11.20 1:07:27

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 Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri. **GSTIN** 36AIAPT3956C1Z9 9912495155 9912495155	**Doc No**	72505	168162
	Doc Date	27-11-2020	
	Quote No	Nil	
	Quote Date	27-11-2020	
	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	30.00	170.00	0.00	0.00	5,100.00
					Total Order Value . . .	**5,100.00**

Rupees : Five Thousand One 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. 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 : __/__/____