PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/12/2020	Prepared by:	MINISH.
PO/WO no.	72668	PO / WO Date.	03/12/2020.
Supplier Name	Prafeil Sanitary.	PO/WO amount	81,004/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	645	15/12/2020	40,502/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			40,502/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86408.	☑ ~~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:	40,502/-
Amount E – PO / WO value:	81,004/-
Amount F – Difference (A – E):	40,502/-
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	15/01/2021.

Remarks: PO No/- 72668, full Quantity Recieved & Po cleared.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 21 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		21/12					

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. 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/-

GST INVOICE

(DUPLICATE FOR TRANSPORTER)

Praful Sanitary
3-6-429/6,SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Invoice No. **PS/20-21/ 645**	Dated **15-Dec-2020**
Delivery Note **Invoice**	
Supplier's Ref.	Other Reference(s) **9502211788**
Buyer's Order No. **72668**	Dated **3-Dec-2020**
Despatch Document No. **Invoice**	Delivery Note Date **15-Dec-2020**
Despatched through **Goods Vehicle**	Destination **Cherlapally**

Buyer
Summit Sales LLP
5-4-187/3&4, IInd Floor, M.G Road
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

18/12/20

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**500 Ltrs Water Tank D/L**	3925	18 %	**18 No:**	2,250.00	No:	15.25 %	**34,323.75**
	Output CGST							**3,089.14**
	Output SGST							**3,089.14**
	Less : ***ROUNDING OFF***							**(-)0.03**
	Total			**18 No:**				**₹ 40,502.00**

INWARD
Inward No: 15425 Dt: 15/12/20
MRN No: 86408 Dt: 17/12/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 12414
Date 19/12
Sign Neha

Amount Chargeable (in words)
Indian Rupees Forty Thousand Five Hundred Two Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3925 99	34,323.75	9% 9%	3,089.14	9% 9%	3,089.14	6,178.28
Total	34,323.75		3,089.14		3,089.14	6,178.28

Tax Amount (in words) : **Indian Rupees Six Thousand One Hundred Seventy Eight and Twenty Eight 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.

PRAFUL SANITARY HIMAYATNAGAR
for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

 03-12-2020 3:02:33 PM

Purchase Order

72668
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 3-6-138/5, Himayat Nagar, Hyderabad.	**Doc No**	72668	168175
	Doc Date	03-12-2020	
GSTIN 36ACWPG864A1ZG 40077300	**Quote No**	Nil	
65526886. 9849624797	**Quote Date**	03-12-2020	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7326 - Plumbing - PVC - Water tank - 500lts - nos	36.00	2,250.00	15.25	18.00	81,004.05
					Total Order Value . . .	**81,004.05**

Rupees : Eighty One Thousand Four and Paise Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Plasto' brand.
Payment Terms	Within 30 days of delivery.
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Part quantity Recieved Balance, Receivable
Bill No/- 627 Dt/- 9/12/20, 40,502/-
Balance AMT Receivable, 40,502/-
17/12/2020

PO cleared
21/12/2020

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Praful Sanitary*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.11.2020
Site & Phase :	SHLLP	Time:	11.30
Supplier		Req. No.	168175
Material required before date:		ID No.	61958

No	Description	Size	Quantity	Units	Inward No	Date
1	WATER TANKS	500 LTRS	36	NOS		
2	72668					
3						
4						
5						
6						
7						
8				APPROVED		
9				03 DEC 2020		
10						
11				MINISH PARIKH MANAGER PROCUREMENT		

Remarks:For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.11.2020	Sign. & Date	

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