PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29-12-20	Prepared by:	PRABHAKAR.P
PO/WO no.	72982	PO / WO Date.	15-12-20
Supplier Name	PRAFUL SANITARY	PO/WO amount	40,502-03
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	Ps/20-21/672	22-12-20	40,502-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			40,502-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86733	☑ 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:				40,502-00
Amount E – PO / WO value:				40,502-00
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 (expla~~ined below)
Excess / short material received	~~☐ Approved – w~~ithin 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	**04-01-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		30/12					

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 INVOICE

(ORIGINAL FOR RECIPIENT)

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

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

Invoice No. **PS/20-21/ 672**	Dated **22-Dec-2020**
Delivery Note **Invoice**	
Supplier's Ref.	Other Reference(s) **9502211788**
Buyer's Order No. **72982**	Dated **15-Dec-2020**
Despatch Document No. **Invoice**	Delivery Note Date **22-Dec-2020**
Despatched through **Goods Vehicle**	Destination **Cherlapally**

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**

Amount Chargeable (in words) *E. & O.E*
Indian Rupees Forty Thousand Five Hundred Two Only

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**

PRAFUL SANITARY HIMAYATNAGAR HYD-29.

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: 5497 Dt: 23/12/20
GRN No: 86733 Dt: 29/12/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

INWARD No: 12-33 Date: 29/12 Sign:
PROPERTIES PVT. LTD. SEC'BAD

 15-12-2020 2:10:56 PM

Purchase Order

72982
05.12.20 12:14:15

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. **GSTIN** 36ACWPG864A1ZG 40077300 65526886. 9849624797	**Doc No**	72982	168220
	Doc Date	15-12-2020	
	Quote No	Nil	
	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	18.00	2,250.00	15.25	18.00	40,502.03
					Total Order Value . . .	**40,502.03**

Rupees : Fourty Thousand Five Hundred Two and Paise Three 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	

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Praful Sanitary***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	14.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168220
Material required before date:		ID No.	62310

No	Description	Size	Quantity	Units	Inward No	Date
1	WATER TANKS	500 LTRS	18	NOS		
2						
3	72982					
4						
5						
6						
7						
8						
9						

Remarks: For stock maintenance and site use

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.12.20	Sign. & Date	

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