PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/12/2020.	Prepared by:	MINISH.
PO/WO no.	73020	PO / WO Date.	16/12/2020
Supplier Name	Supreme Agencies.	PO/WO amount	23,322/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	3096	21/12/2020.	23,322/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,322/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86642	☑ 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:	23,322/-
Amount E – PO / WO value:	23,322/-
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	02/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		30/12	APPROVED 29 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. 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/-

Supreme Agencies

Original For Buyer

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE , CHERLPALLY ,
HYDERABAD.,Telangana
State Code : 36.

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	3096	Invoice Date	21-Dec-20
DC No. & Date.	/	Due Date	21-Dec-20
P.O. No.	73020 / 168223	P.O. Date	16-Dec-20
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TD 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
1	DURA FIL 25MMX1220MMX2000MM DAWN - DURA FIL 30 STS X 2.44 = 73.20 SQM	39211900	1	73.20 SQM	270.00	19764.00	18.00	3557.52
Total			1	73.20 SQM		19764.00		3557.52

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No: 72685
Date: 23/12
Sign: [illegible]

INWARD
Inward No: 15486 Dt: 22/12/20
GRN No: 86642 Dt: 23/12/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

GST Sum In Words:
Rupees Three Thousand Five Hundred Fifty-Seven And Fifty-Two Paisa Only

Bill Amount In Words:
Rupees Twenty-Three Thousand Three Hundred Twenty-Two Only

Gross Total	19764.00
Freight Amt	0.00
CGST Amt	1778.76
SGST Amt	1778.76
IGST Amt	0.00
Round off	0.48
Total Amount	23322.00

Terms & Conditions:
1. Our risk responsibility ceases after goods leave our godown.
2. Failure to pay on due date will attract interest @ 24% p.a.
3. All payments to be made throgh a crossed cheque / NEFT / RTGS
4. Goods Once Sold Cannot be taken back or Exchange.
5. All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018

Duplicate For Transporter

Supreme Agencies

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE , CHERLPALLY ,
HYDERABAD.,Telangana
State Code : 36.

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	3096	Invoice Date	21-Dec-20
DC No. & Date.	/	Due Date	21-Dec-20
P.O. No.	73020 / 168223	P.O. Date	16-Dec-20
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TD 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
	DURA FIL							
1	25MMX1220MMX2000MM DAWN - DURA FIL	39211900	1	73.20 SQM	270.00	19764.00	18.00	3557.52
	30 STS X 2.44 = 73.20 SQM							
Total			1	73.20 SQM		19764.00		3557.52

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GRN No: 86642 Dt: 23/12/20
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SUMMIT SALES LLP

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For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018

Purchase Order

 16-12-2020 4:59:58 PM

73020
16.12.20 11:34:54

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

Supplier Details		
Supreme Agencies Fatehnagar **GSTIN** 36ABWPS5297A1Z1 23771946 23776002 9849137074		

Doc No	73020	168223
Doc Date	16-12-2020	
Quote No	Nil	
Quote Date	16-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Rajesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6066 - Miscellaneous - Armor Board - NA - Nos	30.00	658.80	0.00	18.00	23,321.52
					Total Order Value . . .	**23,321.52**

Rupees : Twenty Three Thousand Three Hundred Twenty One and Paise Fifty Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "Supreme" brand,according to above size, each board 2 mtrs x 1.22 mtrs @ 270/- / sq.mtr.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be bome by you 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 maintaince Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions
For *Supreme Agencies*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	15.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168223
Material required before date:		ID No.	62348

No	Description	Size	Quantity	Units	Inward No	Date
1	ARMOUR BOARD		30	NOS		
2						
3	23020					
4						
5						
6						
7						
8						
9						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	1512.20	Sign. & Date	

APPROVED
16 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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