PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	73200	PO / WO Date.	22/12/2020
Supplier Name	Supreme Agencies	PO/WO amount	Rs. 23,322/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	3206	28/12/2020	Rs. 23,322/-
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 23,322/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	3206	28/12/2020	86849	☑ 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:				Rs. 23,322/-
Amount E – PO / WO value:				Rs. 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:	[signature]	[signature]					
Date	31/12	31/12					

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/-

Original For Buyer

Supreme Agencies

GST INVOICE

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

GSTIN No : 36ABWPS5297A1Z1

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.

Tax Invoice No.	3206	Invoice Date	28-Dec-20
DC No. & Date.	/	Due Date	28-Dec-20
P.O. No.	73200 / 168235	P.O. Date	22-Dec-20
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TS 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. SEC'BAD
INWARD
No: 72801
Date: 30/12
Sign:

INWARD
Inward No: 15526 Dt: 28/12/20
MRN No: 86849 Dt: 29/12/20
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

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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

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DC No. & Date.	/	Due Date	28-Dec-20
P.O. No.	73200 / 168235	P.O. Date	22-Dec-20
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TS 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

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For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

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

Purchase Order

 23-12-2020 10:47:22

73200
16.12.20 11:40:31

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**	73200	168235
	Doc Date	22-12-2020	
	Quote No	Nil	
	Quote Date	22-12-2020	
	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 borne 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 : ____________________

Contact

Accepted the above Terms And Conditions

For ***Supreme Agencies***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	21.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168235
Material required before date:		ID No.	62504

No	Description	Size	Quantity	Units	Inward No	Date
1	ARMOUR BOARD		30	NOS		
2						
3	23200					
4						
5						
6			APPROVED 22 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT			
7						
8						
9						
10						
11						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	21.12.20	Sign. & Date	

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