PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	72797	PO / WO Date.	08/12/2020
Supplier Name	Mr. M. Sudarshan	PO/WO amount	Rs. 45,312/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	135	15/12/2020	Rs. 45,312/-
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 45,312/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	-	15/12/2020	86406	☑ 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. 45,312/-
Amount E – PO / WO value:				Rs. 45,312/-
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	09/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 05 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	2/1/21	2/1					

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/-

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Summit Sales LLP
3-4-187/384 II Floor M.G Road Sc-bad
GST No 36 ACQ FS 2044 C127

Bill No. 135 Date : 15-12-20
D.C No. Date :
Order No. 72797 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminium Powder Coating Fixed Frames with 4mm Plain Glass 3'-0x4'-0 x 16Nos			SFT 192-0	200=00	38400	00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 12716 Date: 29/12 Sign: [illegible]

Rupees In Words : Forty Five thousand three hundred Twelve only

SUB TOTAL			38400	00
SGST %	9		3456	00
CGST %	9		3456	00
IGST %				
GRAND TOTAL			45312	00

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

M. Sudarshan D.C 15/12/20

PO:- 72797 R.No 168187

Aluminum Fixed Frames

3'-0 x 4'-0 x 16 Nos - Recived.

Inward No - 15028, dt. 6/11/20

Certified by:
G. Mona
Asst. Engineer
SILVER OAK VILLAS LLP

Certified by:
Project Manager
SILVER OAK VILLAS LLP

MODI PROPERTIES
43966
Date 21/12
Sign.

INWARD	
Inward No: 15426	Dt: 15/12/2
MKN No: 86406	Dt: 17/12/20
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:
Stores Manager

K V.Dev

Purchase Order

 08-12-2020 15:01:57

72797
25.11.20 1:31:18

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

Supplier Details			
Mr. M. Sudarshan H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc No**	72797	168187
	Doc Date	08-12-2020	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	08-12-2020	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2185 - Carpentry - windows - Al. Fixed - 3 ft x 4 ft - sft *16nos*	192.00	200.00	0.00	18.00	45,312.00
					Total Order Value . . .	**45,312.00**

Rupees : Fourty Five Thousand Three Hundred Twelve Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
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	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
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	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For *Summit Sales LLP*
Authorised Signatory
08/12/2020
Name : ______

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*
Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	4.12.20
Site & Phase :	SHLLP	Time:	15.40
Supplier	Sudarshan.	Req. No.	168187
Material required before date:		ID No.	62147

No	Description	Size	Quantity	Units	Inward No	Date
1	AL FIXED WINDOWS	3'X4'	16	NOS		
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: Stock maintenance and site use

72797

APPROVED
08 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	SOWMYA	Approved by	
Sign.& Date	4.12.2020	Sign. & Date	

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