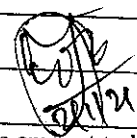
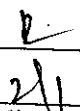
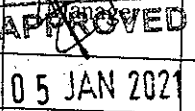


**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                                                                                     |                                                                                     |                                                                                     |                                                                                                                                                                           |                             |              |                  |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|------------------|
| 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                                                                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                       |                             |              |                  |
| 2.                                                            | -                                                                                   | -                                                                                   | -                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |              |                  |
| 3.                                                            | -                                                                                   | -                                                                                   | -                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |              |                  |
| 4.                                                            | -                                                                                   | -                                                                                   | -                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> 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                              |                                                                                     |                                                                                     |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                             |              |                  |
| Is difference between PO / Bill acceptable?                   |                                                                                     |                                                                                     |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                             |              |                  |
| Excess / short material received                              |                                                                                     |                                                                                     |                                                                                     | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                             |              |                  |
| Close PO / WO?                                                |                                                                                     |                                                                                     |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                             |              |                  |
| Advance paid / PDC given (deduct when paying)                 |                                                                                     |                                                                                     |                                                                                     | <input checked="" type="checkbox"/> Yes – Rs. /- <input type="checkbox"/> No                                                                                              |                             |              |                  |
| Payment – due date                                            |                                                                                     |                                                                                     |                                                                                     | 09/01/2021                                                                                                                                                                |                             |              |                  |
| Remarks:                                                      |                                                                                     |                                                                                     |                                                                                     |                                                                                                                                                                           |                             |              |                  |
|                                                               |                                                                                     |                                                                                     |                                                                                     |                                                                                                                                                                           |                             |              |                  |
| Approved by                                                   | Purchase Officer                                                                    | Purchase Manager                                                                    | Procurement                                                                         | MD                                                                                                                                                                        | Accounts – receiver of bill | Accountant   | Accounts Manager |
| Sign:                                                         |  |  |  |                                                                                                                                                                           |                             |              |                  |
| Date                                                          |                                                                                     |                                                                                     | 05 JAN 2021                                                                         |                                                                                                                                                                           |                             |              |                  |

Notes: 1. In case amount to be credited to supplier and the bill 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 INVOICE

Cell : 9849102251

**M. SUDARSHAN**

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS &amp; INTERIOR WORKS

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

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name :

Summit Sales LLP

Bill No. 135

Date : 15-12-20

3-4-187/384 II Floor m-a road Sec-bad

D.C No.

Date :

GST No. 36 ACB FS 2044 C127

Order No. 72797

Date :

SI  
No

PARTICULARS

HSN  
CODEFOR  
SIZE

QTY

FOR  
SFT

Amount

Rs.

Ps.

1 Aluminium Powder Coating  
Fixed Frames with  
4mm plain colour  
310x410 x 16 Nos

SFT

192-0

200=00

38400

00



Rupees In Words: Forty Five thousand  
three hundred Twelve

my

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 responsibility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For **M. SUDARSHAN**

Sudarshan

Signature

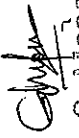
M. Sudarshan D.C 15/12/20

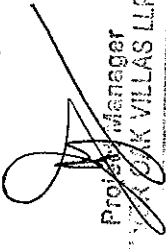
Po:- 72797 P.No 168187

Aluminium Fixed Frames

3'-0 x 4'-0 x 16 nos - Recd.

Inward No. - 15028, 4.6/11/20

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

Certified by:  
  
Project Manager  
SILVER OAK VILLAS LLP



|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| INWARD           |                                                                                           |
| Inward No: 15028 | Dt: 15/12/20                                                                              |
| MKN No: 86406    | Dt: 17/12/20                                                                              |
| Received By:     | Sign:  |
| SUMMIT SALES LLP |                                                                                           |

Certified by:  
  
Stores Manager

K. V. Rao

# Purchase Order

Page(s) 1 Of 1

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.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No 72797 168187

Doc Date 08-12-2020

Quote No Nil

Quote Date 08-12-2020

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<br>16nos | 192.00 | 200.00 | 0.00 | 18.00 | 45,312.00 |
| Total Order Value . . .                                               |        |        |      |       | 45,312.00 |

Rupees : Forty 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.

**Penalty For Delay** Bills must be submitted to H.O. within 30 days of completion of work. 10% pty 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 2 days. Penalty of 5% of order value per week shall be levied for delay.

**Measurement** 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

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                                                                 |                  | Sudarsan. |          | Req. No.     |           | 168187  |  |
| Material required before date:                                           |                  |           |          | ID No.       |           | 6214A   |  |
| No                                                                       | Description      | Size      | Quantity | Units        | Inward No | Date    |  |
| 1                                                                        | AL FIXED WINDOWS | 3'X4'     | 16       | NOS          |           |         |  |
| 2                                                                        |                  |           |          |              |           |         |  |
| 3                                                                        |                  |           |          |              |           |         |  |
| 4                                                                        |                  |           |          |              |           |         |  |
| 5                                                                        |                  |           |          |              |           |         |  |
| 6                                                                        |                  |           |          |              |           |         |  |
| 7                                                                        |                  |           |          |              |           |         |  |
| 8                                                                        |                  |           |          |              |           |         |  |
| 9                                                                        |                  |           |          |              |           |         |  |
| <input checked="" type="radio"/> Remarks: Stock maintenance and site use |                  |           |          |              |           |         |  |
| Prepared By                                                              |                  | SOWMYA    |          | Approved by  |           |         |  |
| Sign. & Date                                                             |                  | 4.12.2020 |          | Sign. & Date |           |         |  |

72297

APPROVED  
08 DEC 2020  
MINISH PARIKH  
MANAGER PROCUREMENT

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