

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06/01/2021		Prepared by: Neha	
PO/WO no. 73112		PO / WO Date. 18/12/2020	
Supplier Name: Smt. Sri Rama Co. Pvt. Ltd.		PO/WO amount: 5,015/-	
Firm/Company: SCLP		Project: SCLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	121	30/12/2020	5,015/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,015/-
Sl. No.	DC .No	DC. Date	MRN No.
1.	1	1	
2.			
3.			
Amount B –Other Credits :_Transportation charges			—
Amount C –Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5,015/-
Amount E – PO / WO value:			5,015/-
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 (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		11/01/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	06/01/2021	08/11/21	09 JAN 2021
		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. 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/-

JAI SRI RAMA COVER BLOCKS

Plot No: 266, Near Ice Factory, Gandimaisamma X Road ,
Bowrampet, Ranga Reddy, Telangana -500055

TAX INVOICE

To M/S Summit sales LLP -4- 187/3&4, 11nd floor, MG road, secundrabad. 500003 GSTIN - 36ACQFS2044C1Z7		INVOICE NO:121 INVOICE DATE: 30-12-2020 GST: 36CQWPD4814M1Z9 DOCNO :73112			
S.NO	DESCRIPTION	UOM	QTY	RATE	AMOUNT
1	20/25/40/50 mm Cement Cover blocks	Nos	5000	0.85	4250.00
TOTAL AMOUNT					4250.00
SGST 9%					382.50
CGST 9%					382.50
GRAND TOTAL					5,015.00
Thanking You,		 Yours Faithfully FOR JAI SRI RAMA COVER BLOCKS  Proprietor			

INWARD	
Inward No: 15535	Dt: 30/12/20
MRN No:	Dt:
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Certified by:
Stores Manager

Purchase Order



73112

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

Supplier Details

Jai Sri Rama Cover Blocks
Bowrampet, Ranga Reddy, Telangana

GSTIN 36BTVPD4864J2ZO

9052171934

8185035464

Doc No	73112	168229
Doc Date	18-12-2020	
Quote No	Nil	
Quote Date	18-12-2020	
SupplyType	Supply	

Kind Attn : Chandan Mishra

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6094 - Miscellaneous - Spacers - Other - nos	5,000.00	0.85	0.00	18.00	5,015.00
Total Order Value . . .					5,015.00

Rupees : Five Thousand Fifteen Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintenance purpose.

Completion Date Nil

Measurement Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Jai Sri Rama Cover Blocks**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit sales llp		Date:		18.12.20	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168229	
Material required before date:				ID No.		62423	
No	Description	Size	Quantity	Units	Inward No	Date	
1	SPACERS		5000	NOS			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
APPROVED 18 DEC 2023 MINISH PARIKH MANAGER PROCUREMENT							
Remarks: For stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		18.12.20		Sign. & Date			

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