PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	71933	PO / WO Date.	06/11/2020
Supplier Name	A. Ramulu	PO/WO amount	Rs. 2,360/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	404	08/01/2021	Rs. 2,360/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,360/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	404	08/01/2021	87310	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
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. 2,360/-
Amount E – PO / WO value:				Rs. 2,360/-
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 08 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	8/1/21	8/1/21					

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/-

A. RAMULU

Alluminium Fabricators & Wood Working
P. No. 21, Srinivasnagar Colony, Near Sitarampuram,
Old Bowinpally, Secunderabad - 500 009.
Cell : 9493702392

TAX INVOICE CASH / CREDIT

No. 404 Date : 8/1/21

D.C. No. P.O.no: 71933 Date :

M/s. Summit Sales LLP

Party GSTIN. 36AAQFS2044C1Z7.

S.No.	DESCRIPTION	Sft or Sq Mts	QTY.	RATE	AMOUNT Rs.	Ps.
1.	Notice Board	Nos	01	2000	2,000	00

MODI PROPERTIES PVT. LTD. INWARD No: 97380 Date: 8/1/21 Sign: SEC'BAD

INWARD	
Inward No: 15584	Dt: 8/01/21
MRN No: 87310	Dt: 8/1/21
Received By:	Sign:
SUMMIT SALES LLP	

Rupees in words Two thousand three hundred and sixty only

Delivery Details

Total	2,000	00
CGST 9%	180	00
SGST 9%	180	00
G.TOTAL	2,360	00

GSTIN : 36AFSPA4200K1ZL

Subject to Secunderabad jurisdiction

Bank Details
Bank : HDFC BANK
A/c : 00421200007575
Branch : Paradise Circle
S.D. Road, Secunderabad - 3.
IFSC Code : HDFC0000042

For **A. RAMULU**

Purchase Order

 06-11-2020 15:23:35

71933
30.10.20 4:46:11

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

Supplier Details			
Ramulu			
Plot No.21, Srinivas Ngr colony, Old Bowenpally, Near Sitarampuram, Sec- Bad -500 009	**Doc No**	71933	168109
	Doc Date	06-11-2020	
GSTIN 36AFSPA4200K1ZL	**Quote No**	Nil	
9493978876/9948285821	**Quote Date**	22-01-2020	
	SupplyType	Supply	

Kind Attn : Mr. Ramulu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7672 - Stationery - other - Board - NA - nos *Notice board - 4'0 x 2'6"*	1.00	2,000.00	0.00	18.00	2,360.00
					Total Order Value . . .	**2,360.00**

Rupees : Two Thousand Three Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality.
Payment Terms	After delivery and installation
Tax	Inclusive of all taxes
Delivery Date	Within 4days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	1yr on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for SSLLP Office purpose.
Completion Date	Nil
Measurment	Final payment as per actual measurements on site.
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Name : ____________________

Accepted the above Terms And Conditions

For ***Ramulu***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	5.11.2020
Site & Phase :	SHLLP	Time:	12.00
Supplier		Req. No.	168109
Material required before date:		ID No.	G1318

No	Description	Size	Quantity	Units	Inward No	Date
1	NOTICE BOARD	4'X4'	1	NOS		
2		6'X2'6"				
3						
4						
5	71933					
6						
7						
8						
9						
10						

Remarks: FOR SSLLP OFFICE USE

Prepared By	SOWMYA	Approved by	
Sign.& Date	5.11.2020	Sign. & Date	

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

APPROVED
06 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE