

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06/01/2021		Prepared by: Neha																									
PO/WO no. 73315		PO / WO Date. 28/12/2020																									
Supplier Name Praful Sanitary		PO/WO amount 5699/-																									
Firm/Company SELLP		Project SHIP																									
Sl. No.	Bill No.	Bill Date	Bill amount																								
1	701	01/01/2021	5699/-																								
2																											
3																											
4																											
Amount A – Bills total(Excluding Transport & Hamali Charges):			5699/-																								
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN																								
1.			87149 ☐ Yes ☐ No																								
2.			☐ Yes ☐ No																								
3.			☐ Yes ☐ No																								
Amount B –Other Credits : Transportation charges																											
Amount C –Other Debits :																											
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5699/-																								
Amount E – PO / WO value:			5699/-																								
Amount F – Difference (A – E): GST-18%			5699/-																								
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:																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td>Neha</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>06/01/2021</td> <td>08/01/21</td> <td>MINISH PARIKH MANAGER PROCUREMENT</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	Neha							Date	06/01/2021	08/01/21	MINISH PARIKH MANAGER PROCUREMENT				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																				
Sign:	Neha																										
Date	06/01/2021	08/01/21	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/-

(ORIGINAL FOR RECIPIENT)

3-6-429/6, SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

5-4-187/3&4, IInd Floor, M.G Road
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Self

Cherlapally



E. & O.E

Tax Amount (in words) : Indian Rupees Eight Hundred Sixty Nine and Forty paise Only

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorized Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 15547	Dt: 4/01/21
MRN No: 82149	Dt: 5/01/21
Received By:	Sign: 
SUMMIT SALES LLP	

Certified by:

Stores Manager

Purchase Order

Page(s) 1 Of 1

28-12-2020 14:32:52



73315

23.12.20 11:33:23

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G-S T No. : 36ACQFS2044C1Z7

Supplier Details

Praful Sanitary

3-6-138/5, Himayat Nagar, Hyderabad.

GSTIN 36ACWPG864A1ZG

40077300

65526886.

9849624797

Doc No

73315

168243

Doc Date

28-12-2020

Quote No

Nil

Quote Date

28-12-2020

SupplyType

Supply

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3134 - Chemicals - Tile Grout - 1kg - pkts silk -70 white 70 nos	140.00	34.50	0.00	18.00	5,699.40
Total Order Value . . .					5,699.40

Rupees : Five Thousand Six Hundred Ninty Nine and Paise Fourty Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 'Latocrete' brand.**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 is for Stock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__