PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 13/01/2021 | Prepared by: | NEHA |
| PO/WO no. | 72870 | PO / WO Date. | 10/12/2020 |
| Supplier Name | Graflakes India pvt ltd | PO/WO amount | 15,500/- |
| Firm/Company | SCLLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 136 | 14/12/2020 | 15,500/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 15,500/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 48 | 14/12/2020 | 86299 | □ 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: | 15,500/- |
| Amount E – PO / WO value: | 15,500/- |
| 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 | 18/01/2021 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | P.S. | | | | | |
| Date | 13/01/2021 | 18/1/21 | | | | | |

APPROVED
13 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/-

# Tax Invoice

*(ORIGINAL FOR RECIPIENT)*

| | | |
|---|---|---|
| **GRAFLAKS (INDIA) PVT.LTD**<br>Plot No.1211, Road No.60,<br>Jubilee Hills,<br>Hyderabad.<br>GSTIN/UIN: 36AABCG4647F1ZP<br>State Name : Telangana, Code : 36<br>E-Mail : graflaksindia@gmail.com | Invoice No.<br>**136** | Dated<br>**14-Dec-2020** |
| | Delivery Note<br>**48/14-12-2020** | Mode/Terms of Payment<br>**1 Days** |
| | Supplier's Ref.<br>**136** | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, IInd Floor<br>M.G.Road,<br>SECUNDERABAD -500003.<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**72870 / 168194** | Dated<br>**10-Dec-2020** |
| | Despatch Document No.<br>**48** | Delivery Note Date<br>**14-Dec-2020** |
| | Despatched through<br>**VEHICLE** | Destination<br>**Summit Housing LLP, Cherlapally** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **Wallz Spray Plaster**<br>*(Luppam in 30 Kg Pkg)* | 3214 | **50.00 Bags** | 262.71 | Bags | **13,135.50** |
| | ***SGST Output*** | | | | | **1,182.20** |
| | ***CGST Output*** | | | | | **1,182.20** |
| | ***Round Off*** | | | | | **0.10** |
| | Total | | **50.00 Bags** | | | **₹ 15,500.00** |

Amount Chargeable (in words) *E. & O.E*

**INR Fifteen Thousand Five Hundred Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 3214 | 13,135.50 | 9% | 1,182.20 | 9% | 1,182.20 | 2,364.40 |
| **Total** | **13,135.50** | | **1,182.20** | | **1,182.20** | **2,364.40** |

Tax Amount (in words) : **INR Two Thousand Three Hundred Sixty Four and Forty paise Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200015382842**
Branch & IFS Code : **Road No.1 & 45, Jubilee Hills Branch & HDFC0000317**

Company's PAN : **AABCG4647F**

Declaration
* Goods Once sold will not be taken back.
* We are not Responsible for Damage or Pilferage in Transit. * Payment to be made within agreed credit period otherwise interest payable @24% per annum.

**for GRAFLAKS (INDIA) PVT.LTD**

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD
INWARD
No: 73196
Date: 19/1

| **GRAFLAKS (INDIA) PVT. LTD.**<br>Plot No. 1211, Road No. 60, Jubilee Hills,<br>Hyderabad-500 033. Tel. : 23600774 / 65523553<br>**TIN : ~~36126960102~~**<br>**CST No. ~~NZB/08/0/1768/05-06~~**<br>**Valid from : ~~01-12-2005~~** | **DELIVERY CHALLAN**<br>NO. 48<br>DATE : 14-12-20 |
|---|---|

To M/S. SUMMIT HOUSING LLB
BEHIND KINGSTON P.G. COLLEGE
CHERLAPALLY HYDERABAD

GSTNO. 36ACGFS2044C1Z7

Cellno. 9502266233
9618244433

UR Order No. : 72870/168194
Date : 10-12-20

| S. No. | Description of Goods | Pckg. | Qty. | Remarks |
|---|---|---|---|---|
| | SPRAY PLASTER (30kg each) | 50 | Bags | |
| | (HSN CODE :- 6554 PAINT LAPPAM) | | | |

INWARD
Inward No: 15423 Dt: 14/12/20
MRN No: 86299 Dt: 14/12/20
Received By: Sign:
SUMMIT SALES LLP

GSTIN-36AABCG4647F1ZP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 43964 Date 8/1/2

Certified by:

Stores Manager

| Received the above material in good condition.<br><br>Receiver's Sign. & Stamp | For **GRAFLAKS (INDIA) PVT. LTD.** |
|---|---|

Works : Bollaram, Medak Dist.

# Purchase Order

 10-12-2020 15:16:17 Ori

72870

05.12.20 12:12:19

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

| **Supplier Details** | | | | |
|---|---|---|---|---|
| Graflex India Pvt. Ltd., | | **Doc No** | 72870 | 168194 |
| Plot No 1211, Road No.68, Jubliee Hills Hyderabad. | | **Doc Date** | 10-12-2020 | |
| | | **Quote No** | Nil | |
| **GSTIN** 36AABCG4647F1ZP | 23541451. | **Quote Date** | 10-12-2020 | |
| 040 23600774 / 23541451 | 9246363621/9849003568 | **SupplyType** | Supply | |

**Kind Attn : Samit Gangwal**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 6623 - Paints - Lappam - 30 Kgs - Bag | 50.00 | 262.71 | 0.00 | 18.00 | 15,499.89 |
| | | | | | **Total Order Value . . .** | **15,499.89** |

Rupees : Fifteen Thousand Four Hundred Ninty Nine and Paise Eighty Nine Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Wallz' brand. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | With in 4 days |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation** | Included |
| **Warranty** | Nil |
| **Advance Paid** | Rs./- by RTGS |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for revision of stock in SSLLP stores purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

11/12/2020

Name : ____

Contact ...

Accepted the above Terms And Conditions

For ***Graflex India Pvt. Ltd.,***

Name : ____

Date : __/__/____

## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 8.12.20 |
| Site & Phase : | SHLLP | Time: | 11.00 |
| Supplier | | Req. No. | 168194 |
| Material required before date: | | ID No. | 62155 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | LAPPAM | 30KG | 50 | BAGS | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | 72870 | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| | | | | | | |
| | | | | | | |

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11 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Stock maintenance and site use

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | |
| Sign.& Date | 8.12.2020 | Sign. & Date | |

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