PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/1/21	Prepared by:	PRABHAKAR.P
PO/WO no.	73187	PO / WO Date.	02-12-20
Supplier Name	Datthu Communications	PO/WO amount	5,100-00
Firm/Company	SSLLP	Project	RHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	144	26/12/20	5,100-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,100-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87298	☑ 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:	5,100-00
Amount E – PO / WO value:	5,100-00
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 – with~~in 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	18/1/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	[signature]				
Date		13/1/21					

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/-

GST no:36AIAPT3956C1Z9 **BILL**

DATTHU COMMUNICATION

Advt. For Print, Electronics, Outdoor

Plot No. 47, Near Church Colony, Cherlapally, hyd. Ph: 9390991131

No: 144 PO-73187 **Date :** 26 Dec 2020

M/S: SUMMIT SALES LLP. MG Road Secunderabad-500003. Gst no: 36ACQFS2044C1Z7

S.No	PARTICULAR	SIZE	QTY	AMOUNT
01)	KBK Hand Sanitizer (30x170)	500 ml	30 no	5100/-
			Gross Amount	
			Others	
			Net Amount	5100/-

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 73158 Date: 8/1 Sign: 73158

INWARD
Inward No: 15583 Dt: 8/01/21
MRN No: 87298 Dt: 8/01/21
Received By: Sign:
SUMMIT SALES LLP

Rupees(Five Thousand One Hundred Rupees ....Only)

Cheque to be Made in Favour Of **"DATTHU COMMUNICATION"**

Bank of Baroda - Dammaiguda Branch

Current account - 80960200000132

IFSC code- BARB0VJDAMM

For Datthu Communication

For Datthu Communication,
Proprietor.

Authorised Sign.

Purchase Order

73187
16.12.20 11:40:30

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

Supplier Details			
Datthu Communication	**Doc No**	73187	168234
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.	**Doc Date**	22-12-2020	
	Quote No	Nil	
GSTIN 36AIAPT3956C1Z9	**Quote Date**	22-12-2020	
9912495155 9912495155	**SupplyType**	Supply	

Kind Attn : Praveen

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4112 - Consumables - Sanitizer - 500 ml - Nos	30.00	170.00	0.00	0.00	5,100.00
					Total Order Value . . .	**5,100.00**

Rupees : Five Thousand One Hundred Only.

Terms and Conditions :-

Specification / KBK, Hand sanitizer, pump model.

Payment Terms 100% Advance payment

Tax Included in the above prices

Delivery Date With in 3 days

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

Penality For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid By cheque................., Rs. 8,500-00

Other Terms We reserve the rights to reject the items if not as specified, above order is for Stock replanish purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For *Summit Sales LLP*
Authorised Signatory
23/12/2020
Name : ______________
Contact ...

Accepted the above Terms And Conditions
For *Datthu Communication*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	21.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168234
Material required before date:		ID No.	62505

No	Description	Size	Quantity	Units	Inward No	Date
1	SANITIZER		30	NOS		
2						
3	73187					
4						
5						
6						
7						
8			APPROVED			
9						
10			23 DEC 2020			
11			MINISH PARIKH MANAGER PROCUREMENT			

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	21.12.20	Sign. & Date	

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