PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/1/21	Prepared by:	PRABHAKAR
PO/WO no.	73912	PO / WO Date.	18/1/21
Supplier Name	G. Krishnamurthy & Sons	PO/WO amount	4,000-00
Firm/Company	Summit Seals LLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	226	21/1/21	5,000-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,000-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☑ 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:	5,000-00
Amount E – PO / WO value:	4,000-00
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 – 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	1/2/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 02 FEB 2021				
Date		30/1/21	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/-

GSTIN : 36ACPPG6253J1Z9
Under Composition Scheme

BILL OF SUPPLY

Ph : 66338850
27810914

G. KRISHNA MURTHY & SONS

Dealers in : Detergents, Disinfectant, House Keeping Materials, General Goods & waxes

3-4-448, General Bazar, Secunderabad -3.

No. **226**

Date: 21/1/2021

M/s. Summit Sales LLP - DOC-73912-16795

Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
6 no.	S-S- Dust Bin.	600/-	3600	00
1 no	Swing Dust Bin.	400/-	400	00
1 no	Kleeno Dust Bin	1000/-	1000	00
		TOTAL	5000	00

INWARD
Inward No: 749 Dt: 29/1/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. ★ SEC'BAD
INWARD
No. 13790
Date 28/1
Sign.

Goods once sold will not be taken back or exchanged.

Signature

Purchase Order

 18-01-2021 3:06:30 PM

Or 73912
16.01.21 10:36:44

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

Supplier Details

G. Krishna Murthy & Sons
3-4-448, General Bazar, Secunderabad -3.

GSTIN 36ACPPG6253J1Z9
040-66338850/27810914 9849049544

Doc No	73912	16795
Doc Date	18-01-2021	
Quote No	Nil	
Quote Date	18-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Raja Shekar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4026 - Consumables - Dust bin - NA - nos *SS Dust bin 12 l*	6.00	600.00	0.00	0.00	3,600.00
2	4026 - Consumables - Dust bin - NA - nos *30 ltrs Blue*	1.00	400.00	0.00	0.00	400.00
					Total Order Value . . .	**4,000.00**

Rupees : Four Thousand Only.

Terms and Conditions :-

Specification /	All Items shall be of 1st qlty.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	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 Oice maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***G. Krishna Murthy & Sons***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date: pm	02.01.2021
Site & Phase :	Head Office	Time:	02:52 pm
		Req. No.	16795
Material required before date:		ID No.	62783

No	Description	Size	Quantity	Units	Inward No	Date
01	SS Dust Bin (black colour)	10 litters	06	No's		
02	Plastic Dust Bin (Black or Grey colour)	10 litters	10	No's		
03	Plastic Dust Bin (Black or Grey colour) for lunch room	20 litters	01	No's		
	73912	30				

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	
Sign.& Date	02.01.2021	Sign.& Date	

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

APPROVED BY
-6 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

Standardise
Sampled