PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/8/21	Prepared by:	PRABHAKAR
PO/WO no.	74352	PO / WO Date.	2/2/21
Supplier Name	Naveen Metal Udyog	PO/WO amount	2761-00
Firm/Company	8SLLP	Project	8HLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	293	16/2/21	2762-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2762-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			~~89480~~	☑ Yes ☐ No
2.			88997	☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :_Transportation charges/Charges	
Amount C –Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2762-00
Amount E – PO / WO value:	2761-00
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	15/3
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		8/3					

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. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.
E-mail : nmuhyd@yahoo.co.in

M/s. SUMMIT SALES LLP
M. G. ROAD,
SECUNDERABAD

Phone ______ Fax ______

GST No. 36ACQFS2044C1Z7

Invoice No. : 293 Date : 16/02/21

P. O. No. & Date : 74352/168354 02/02/21

D. C. No. : Date :

Desp. Through :

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7209	Sheets	2 Nos.	1170 P	2340=00

INWARD
Inward No: 15858 Dt: 17/2/21
MRN No: 88992 Dt: 19/2/21
Received By: Sign:
SUMMIT SALES LLP

INWARD WITH TIME:
Inward No. 10446 Dt. 17/2/21
MRN No: Dt:
Received By: Sign 17/2/21
SUMMIT SALES LLP

No. 74987 Date: 17/2 Sign: 2/3
SEC'BAD

Certified by:
Stores Manager

BANK : **UNITED BANK OF INDIA** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : UTBioSEC813

SUB TOTAL	2340=00
	-
SGST @ 9%	211=00
CGST @ 9%	211=00
IGST @	—
G. TOTAL	2762=00

Rupees Two thousand Seven hundred and Sixty two Only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

 02-02-2021 17:07:37

74352
29.01.21 12:34:13

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

Supplier Details

Naveen Metal Udyog
4-5-155, Pan Bazar, Sec-bad-03.

GSTIN 36AGOPD8982C1Z4 27712497.
66382026. 9246297667

Doc No	74352	168354
Doc Date	02-02-2021	
Quote No	Nil	
Quote Date	02-02-2021	
SupplyType	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8087 - Steel - other - MS Sheet - NA - sft *3'0 x 6'0 x 1.2mm thick - 02 sheets*	36.00	65.00	0.00	18.00	2,761.20
					Total Order Value . . .	**2,761.20**

Rupees : Two Thousand Seven Hundred Sixty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 1st quality.
Payment Terms	Within 7days of delivery of all materials & 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
Penality 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 for road barrication work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 02/02/2021

Accepted the above Terms And Conditions
For *Naveen Metal Udyog*

Name : ______________________

Date : __/__/____

Company Name	Summit sales LLP					
Site & Phase	Summit Housing LLP			Requisition No.		168354
Date	02-02-2021	Time	2:00 PM	ID No.		68579
Supplier						
Material required before				Time:		

Sl. No.	Description	SIZE	QTY	UNITS
1.	M.s sheet	3'x6'x1.2mm	2	nos
2.			65 +18%. - 84	
3.				
4.				
5.	#4352			
6.				
			APPROVED 02 FEB 2021	

Remarks: For road burrication work purpose			
Prepared By:	SOWMYA	Approved By:	
Sign. & Date:	02-02-2021	Sign. & Date:	