

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:	9.3.21	Prepared by:	T Bhasker
PO/WO no.	68835	PO / WO Date.	14/7/20
Supplier Name	Suvin Apparels & oblige	PO/WO amount	1,41,100/-
Firm/Company	SSCP	Project	SHCP
Sl. No.	Bill No.	Bill Date	Bill amount
1	48	17/2/21	1,42,700/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,42,700/-
Sl. No.	DC No	DC. Date	MRN No.
1.			89850
2.			
3.			
Amount B –Other Credits :Transportation charges			—
Amount C –Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1,42,700/-
Amount E – PO / WO value:			1,41,100/-
Amount F – Difference (A – E): GST-18%			1600/-
Quantity received as per PO /WO.	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)		
Is difference between PO / Bill acceptable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)		
Excess / short material received	<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)		
Close PO / W?O	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)		
Advance paid / PDC given (deduct when paying)	<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No		
Payment – due date	15/3/2021		
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>Neha</i>		
Date	9.3.21	15/3/21	

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. 1,00,000/- . 7. MD to approve all bills above 1,00,000/-

# INVOICE



## SUVIRA APPARELS

PLOT NO.39 & 40, IIIrd FLOOR,  
CHITTA REDDY COLONY, TARBUND,  
SECUNDERABAD - 500 009. INDIA  
TELEFAX : +91 40 27845800

INVOICE No. 48

Date 17/2/2021

To,  
M/s. Summit Sales LLP  
5-4-1871384, 2nd Floor  
M.G. Road - Secunderabad-  
500003

TIN

Your Ref.:  
688357  
16325

Our Ref.:  
Nil / 14/7/20

Challan No. & Date :

Mode of Payment :

Credit

RR/LR No.

Dated :

Goods Despatched from

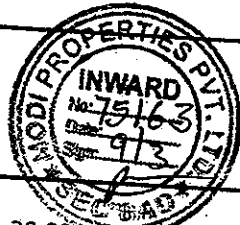
HYDERABAD to Secunderabad

Item No.	Jobwork Charges for	Quantity Mtrs. / Pcs.	Rate Per Mtr./Pcs.		AMOUNT	
			Rs.	P.	Rs.	P.
1	6158 Miscellaneous Uniform	84 Pair	1,375	= 00	1,15,500	= 00
2)	6158 Miscellaneous Uniform - Drivers Safari Style	17	1600	/ Pair	27200	= 00
					<u>1,42,700</u>	<u>= 00</u>

MRN  
89850

Rupees one lakh forty two Thousand seven hundred only.

Rupees (in words)



TOTAL	1,42,700	= 00
SERVICE TAX		
GRAND TOTAL	1,42,700	= 00

- Our responsibility ceases as soon as goods leave our custody.
- All disputes subject to Hyderabad Jurisdiction only

for **SUVIRA APPARELS**

Umad.K. Desai

Authorised Signatory

# Purchase Order

Page 1 of 1

30-07-2020 1:37:52 PM

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



68835

15.07.20 12:16:57

**Supplier Details**

Suvira Apparels and Oblige  
Plot no-39&40, Chitta Reddy colony, Thadbund X Roads, Secunderabad.

9000117747

9000117747

<b>Doc No</b>	68835	16325
<b>Doc Date</b>	14-07-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	14-07-2020	
<b>SupplyType</b>	Supply And Application	

**Kind Attn : Sonal Desai**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1. 6158 - Miscellaneous - Uniform - NA - Nos Sales, Promotions & CR team	84.00	1,375.00	0.00	0.00	115,500.00
2. 6158 - Miscellaneous - Uniform - NA - Nos Safari to drivers	16.00	1,600.00	0.00	0.00	25,600.00
<b>Total Order Value . . .</b>					<b>141,100.00</b>

Rupees : One Lakh(s) Fourty One Thousand One Hundred Only.

**Terms and Conditions :-**

**Specification / Brand** Sales, CR , Promotions & Drivers Uniform  
**Payment Terms** 50% advance and balance after delivery of all uniform  
**Tax** Included in the above prices  
**Delivery Date** With in 10 days  
**Delivery Location** Summit Housing LLP  
Cherlapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra, 9502266233, Mahesh.  
**Penalty For Delay** Nil  
**Transportation Cost** Included by us  
**Warranty** Nil  
**Advance Paid** Rs.77630 vide chq no \_\_\_\_\_ Datd \_\_\_\_\_ of Bank \_\_\_\_\_  
**Other Terms** Above order is for Drivers and Sales&Promotions staff, each person 3 pairs.  
**Completion Date** Nil  
**Measurement** Nil  
**Security** Nil  
**Remarks** Nil

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Suvira Apparels and Oblige**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

**Estimate/Draft PO**

MR. Prasad Promotion

Page(s) 1 Of 1

14-07-2020 12:55:04

Original / Office Copy / Purchase Div. Copy

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

**Supplier Details**

Suvira Apparels and Oblige  
 Plot no-39&40, Chitta Reddy colony, Thadbund X Roads, Secunderabad.

<b>Doc No</b>	68835	16325
<b>Doc Date</b>	14-07-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	14-07-2020	
<b>SupplyType</b>	Supply And Application	

**GSTIN -**

9000117747

9000117747

**Kind Attn : Sonal Desai**

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 6158 - Miscellaneous - Uniform - NA - Nos Sales, Promotions & CR team	84.00	1,375.00	0.00	0.00	115,500.00
2 6158 - Miscellaneous - Uniform - NA - Nos Safari to drivers	16.00	1,110.00	0.00	0.00	17,760.00
<b>Total Order Value . . .</b>					<b>133,260.00</b>

Rupees : One Lakh(s) Thirty Three Thousand Two Hundred Sixty Only.

**Terms and Conditions :-**

**Specification /** Sales, CR, Promotions & Drivers Uniform  
**Payment Terms** 50% advance and balance after delivery of all uniform  
**Tax** Included in the above prices  
**Delivery Date** With in 10 days  
**Delivery Location** Summit Housing LLP  
 Cherlapally, Behind Kingston PG college, Hyderabad  
 Phone. 9618244433, Hamendra, 9502266233, Mahesh.  
**Penalty For Delay** Nil  
**Transportation** Included by us  
**Warranty** Nil  
**Advance Paid** Rs.77630 vide chq no \_\_\_\_\_ Datd \_\_\_\_\_ of Bank \_\_\_\_\_  
**Other Terms** Above order is for Drivers and Sales&Promotions staff, each person 3 pairs.  
**Completion Date** Nil  
**Measurment** Nil  
**Security** Nil  
**Remarks** Nil

**APPROVED BY**  
 14 JUL 2020  
 SOHAM MODI  
 MANAGING DIRECTOR

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Contact --

Accepted the above Terms And Conditions

For **Suvira Apparels and Oblige**

Name : \_\_\_\_\_

Date : \_/ \_/ \_

## Requisition Form

### Requisition Form

Company Name:		Summit Sales LLP		Date:		07-07-2020	
Site & Phase :		All Projects		Time:		12:00	
Supplier		Suvira		Req. No.		16326	
Material required before date:				ID No.			
				58333			
No	Description	Size	Quantity	Units	Inward No	Date	
1	Uniform to male staff of Sales, CR & Promotions team. Total members - 28 and one member - 3 pairs	Pair	84	No's			
2	Safari to drivers. Total drivers - 8 and one member - 3 safaries.	Safari	16	No's			
3							
4							
5							
6							
7							

Remarks: Above expenses to be divided as for Sales, CR and Promotions. Employer - 65% and Employee - 35% (Deduct from salary).  
 Drivers safari: Full amount to be paid. As per cir.

Prepared By	Prasad	Approved by	
Sign. & Date		Sign. & Date	

**APPROVED BY**  
 - 8 JUL 2020  
**SOHAM MODI**  
 MANAGING DIRECTOR

*ashwale*

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

451  
 07/07/2020

MEMO

Planned

DATE & FROM:

25/06/2000

TO & REMARKS:

MINISH

MR SIR,

We require 84 Nos of Paints & Shirts for CR & Promotion staff  
24 Nos of Safari for Driver.

NOTE: Last year we purchased  
Shirts & Paints → 1110/-  
Safari → 1375/-  
Please kindly suggest

25/06/2000