PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/3/21	Prepared by:	PRABHAKAR
PO/WO no.	73881	PO / WO Date.	18/1/21
Supplier Name	Darthy Communications	PO/WO amount	5100-00
Firm/Company	SS LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	146	18/1/21	5100-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5100-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			89480	☑ Yes ☐ No
2.			88902	☐ 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:				5100-00
Amount E – PO / WO value:			5100-00	~~5100-00~~
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:		[signature]					
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:36AIAPT3956C1Z9

BILL

DATTHU COMMUNICATION

Advt. For Print, Electronics, Outdoor

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

No: 146 PO 73881 Date : 17 ~~18~~ Jan 2021

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/-

INWARD 74897 1/3

INWARD
Inward No: 15854 Dt: 17/2/21
GRN No: 88903 Dt: 18/2/21
Received By: Sign:
SUMMIT SALES LLP

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

Cheque to be Made in Favour Of "DATTHU COMMUNICATION"
Bank ofBaroda - Dammaiguda Branch
Current account - 80960200000132
IFSC code- BARB0VJDAMM

Certified by:

For Datthu Communication

For Datthu Communication,
Proprietor.

Authorised Sign.

Requisition Form

Company Name:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	13.1.2021
Supplier		Time:	11.00
Material required before date:		Req. No.	168307
		ID No.	63083

No	Description	Size	Quantity	Units	Inward No	Date
1	SANITIZERS	P.O. 7386	30	NOS		
2						
3						
4						
5						
6						
7						
8						
9						
10						
12						
13						

Remarks:For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign.& Date	13.1.2021	Sign. & Date	APPROVED 13 JAN 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

Purchase Order

 18-01-2021 13:45:14

Origi

73881
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			
Datthu Communication Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri. **GSTIN** 36AIAPT3956C1Z9 9912495155 9912495155	**Doc No**	73881	168307
	Doc Date	18-01-2021	
	Quote No	Nil	
	Quote Date	18-01-2021	
	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 /	All items shall be of 1st quality.
Payment Terms	Nill
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	nill
Other Terms	We reserve the rights to reject the items if not as specified, above order is for Stock Maintenance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

Name :
Contact . .

Accepted the above Terms And Conditions
For ***Datthu Communication***

Name : ____________

Date : __/__/____