PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/03/2021	Prepared by:	Manish H.
PO/WO no.	74958.	PO / WO Date.	19/02/2021
Supplier Name	Praful Sanitary,	PO/WO amount	6,107/-
Firm/Company	Summit Sales Co.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	917.	26/02/2021	6,107/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,107/-

Sl. No.	DC No	DC. Date	MRN No.	~~DC~~ matches MRN
1.			89442	☑ ~~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:	6,107/-
Amount E – PO / WO value:	6,107/-
Amount F – Difference (A – E): GST-18%	– NIL –

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	19/03/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date		11/3	11 MAR 2021 MINISH PARIKH				

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 INVOICE

(ORIGINAL FOR RECIPIENT)

Praful Sanitary 3-6-429/6,SRI SAI TOWER, St.No.4,HIMAYAT NAGAR HYDERABAD GSTIN/UIN: 36ACWPG4864A1ZG State Name : Telangana, Code : 36 E-Mail : prafulsanitary@gmail.com	Invoice No. **PS/20-21/ 917**	Dated **26-Feb-2021**
	Delivery Note **Invoice**	
	Supplier's Ref.	Other Reference(s) **Credit**
Buyer **Summit Sales LLP** 5-4-187/3&4, IInd Floor, M.G Road Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **74958**	Dated **19-Feb-2021**
	Despatch Document No. **Invoice**	Delivery Note Date **26-Feb-2021**
	Despatched through **Self**	Destination **Cherlapally**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Tile Grout (Ivory)**	3214	18 %	**100 Kg**	34.50	Kg		**3,450.00**
2	**Tile Grout (White)**	3214	18 %	**50 Kg**	34.50	Kg		**1,725.00**
								5,175.00
	Output CGST							**465.75**
	Output SGST							**465.75**
	ROUNDING OFF							**0.50**
	Total			**150 Kg**				**₹ 6,107.00**

Amount Chargeable (in words) *E. & O.E*

Indian Rupees Six Thousand One Hundred Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3214	5,175.00	9%	465.75	9%	465.75	931.50
99		9%		9%		
99		14%		14%		
Total	**5,175.00**		**465.75**		**465.75**	**931.50**

Tax Amount (in words) : **Indian Rupees Nine Hundred Thirty One and Fifty paise Only**

Company's PAN : **ACWPG4864A**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

PRAFUL SANITARY HIMAYATNAGAR

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI P... SEC'BAD No. 75178 Date: 9/3 Sign:

INWARD
Inward No: 15918 Dt: 26/2/21
MRN No: 89442 Dt: 01/3/21
Received By: Sign:

Certified by:
Stores Manager

Purchase Order

 19-02-2021 3:14:59 PM

74958
16.02.21 11:20:53

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

Supplier Details			
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad.	**Doc No**	74958	168412
	Doc Date	19-02-2021	
	Quote No	Nil	
GSTIN 36ACWPG864A1ZG 40077300	**Quote Date**	19-02-2021	
65526886. 9849624797	**SupplyType**	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3134 - Chemicals - Tile Grout - 1kg - pkts *silk*	100.00	34.50	0.00	18.00	4,071.00
2	3134 - Chemicals - Tile Grout - 1kg - pkts *white*	50.00	34.50	0.00	18.00	2,035.50
	Total Order Value . . .					**6,106.50**

Rupees : Six Thousand One Hundred Six and Paise Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of 'Laticrete' brand.
Payment Terms	After Delivery & 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	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 is for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Name :

Accepted the above Terms And Conditions
For ***Praful Sanitary***

Name :

Date : __/__/___

Requisition Form

Company Name:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	18.2.2021
Supplier		Time:	12.00
Material required before date:		Req. No.	168412
		ID No.	64105

No	Description	Size	Quantity	Units	Inward No	Date
1	Tile adhesive - Roff bond	20 kgs	40	bags		
2	RBR - Bonding agent 74957	3 Ltrs	05	nos		
3	MYK arment	1 kg	20	nos		
4	Tile grout - silk	1 kg	100	nos		
5	Tile grout - white 74958	1 kg	50	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	18.2.2021	Sign. & Date	

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

APPROVED BY
19 FEB 2021
SOHAM MO
MANAGING DIRECTOR