

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/3/21		Prepared by: NEHA																									
PO/WO no. 75612		PO / WO Date. 16/3/21																									
Supplier Name Sathya Varapu Hardware		PO/WO amount 7003/-																									
Firm/Company SSV		Project SHUP																									
Sl. No.	Bill No.	Bill Date	Bill amount																								
1	1168	22/3/21	7003/-																								
2																											
3																											
4																											
Amount A - Bills total (Excluding Transport & Hamali Charges):			7003/-																								
Sl. No.	DC No.	DC. Date	MRN No.																								
1.			90459																								
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:			7003/-																								
Amount E - PO / WO value:			7003/-																								
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 / W70		☒ Yes ☐ No - wait for balance material ☐ No (explained below)																									
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ☒ No																									
Payment - due date		21/4/2021																									
Remarks:																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts - receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>21/3/21</td> <td>23/3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager	Sign:								Date	21/3/21	23/3					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager																				
Sign:																											
Date	21/3/21	23/3																									

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/-



GSTIN: 36BCBPS4784B1ZJ

PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

☎ : 040-66610337 ☎ : 98853 16000, ✉ : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

- ☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. : 1168/19 - 20

Invoice Date : 22/3/2021

State : Telangana

State Code 36

Transportation Mode:

Vehicle Number:

P.O. Number : 75612

LR No:

No. of Cases:

Place of Supply:

DETAILS OF CONSIGNEE:**BILLED TO****DETAILS OF RECEIVER:****SHIPPED TO**

NAME: Summit Sales LLP

Address: 5-4-187/34H, 1st Floor, MG Road,
Secunderabad - 500007

GSTIN: 36ACQFS2044C1Z7

State: Telangana

State Code: 36

NAME:

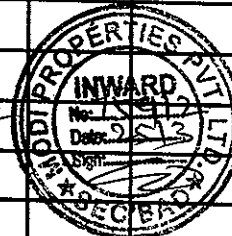
Address:

GSTIN:

State:

State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	7318	90x8 wooden screws	30 ✓	lot	3860		18%	1155 = w
2	7318	32x6 10 screws G	20 ✓	lot	114		18%	2280 = w
3	7318	38x8 10 screws G	20 ✓	lot	125		18%	2500 = w
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

**INWARD**

Inward No: 16063 Dt: 23/3/21

Inward No: 90454 Dt: 24/3/21

Received By: Sign: [Signature]

Certified by: [Signature]

SUMMIT SALES LLP

Stores Manager

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST	Transport / If any
						Total Amount before Tax
						Add. CGST 9%
						Add. SGST 9%
						Add. IGST
						GRAND TOTAL

Amount in words:

Seven Thousand Three only

We Bank with:
HDFC BANK,
 Paradise Branch, Secunderabad
 Current Account: 00422000029168
 RTGS/IFSC Code: HDFC0000042

* Goods once sold will not be taken back
 Subject to Secunderabad Jurisdiction E&O.E.

For **Sathyavarapu Hardwares**

Receiver's Signature with Stamp

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

18-03-2021 11:57:56 AM



75612

15.03.21 12:26:20

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

Supplier Details

Sathyavarapu Hardwares,
#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.

GSTIN 36BCBPS4784B1ZJ
65910337.

9885316000.

Doc No	75612	168476
Doc Date	16-03-2021	
Quote No	Nil	
Quote Date	16-03-2021	
SupplyType	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos	30.00	38.50	0.00	18.00	1,362.90
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 6	20.00	114.00	0.00	18.00	2,690.40
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 8	20.00	125.00	0.00	18.00	2,950.00
Total Order Value ...					7,003.30

Rupees : Seven Thousand Three and Paise Thirty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

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

Penalty 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 Stock use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sathyavarapu Hardwares,**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		10.03.2021	
Site & Phase :		Summit housing llp		Time:		12.00	
Supplier				Req. No.		168476	
Material required before date:				ID No.		64618	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Fisher 75610	6 mm	50	pkts			
2	SS Screws 75612	32 x 6 mm	20	pkts	114		
3	SS Screws	35 x 8 mm	20	pkts	125		
4	Wood screws	30 x 8 mm	30	pkts			
5	Hold fast 75611	4"	100	kgs			
Remarks: Stock maintenance and site use ✓							
Prepared By		NEHA				APPROVED BY 09 MAR 2021 SOHAM MODI MANAGING DIRECTOR	
Sign. & Date		10.03.2021		Sign. & Date			

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