

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/4/21		Prepared by: PRABHAKAR	
PO/WO no. 75973		PO / WO Date. 29/3/21	
Supplier Name: Jai Shree Con Builders		PO/WO amount: 5015/-	
Firm/Company: Sunest Leasing		Project: BHLR	
Sl. No.	Bill No.	Bill Date	Bill amount
1	31/3/21	169	5015/-
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5015/-
Sl. No.	DC .No	DC. Date	MRN No.
1.			90752
2.			
3.			
Amount B –Other Credits : Transportation charges/Charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5015/-
Amount E – PO / WO value:			5015/-
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		12/4	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

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/-

JAI SRI RAMA COVER BLOCKS

Plot No: 266, Near Ice Factory, Gandimaisamma X Road,
Bowrampet, Ranga Reddy, Telangana -500055

TAX INVOICE

To M/S Summit sales LLP -4- 187/3&4, 11nd floor, MG road, secundrabad. 500003 GSTIN - 36ACQFS2044C1Z7		INVOICE NO:169 INVOICE DATE: 31-03-2021 GST: 36CQWPD4814M1Z9 DOCNO :75973			
S.NO	DESCRIPTION	UOM	QTY	RATE	AMOUNT
1	20/25/40/50 mm Cement Cover blocks	Nos	5000	0.85	4250.00
TOTAL AMOUNT					4250.00
SGST 9%					382.50
CGST 9%					382.50
GRAND TOTAL					5015.00
Thanking You,		 76132 1/1/21 Neha Yours Faithfully FOR JAI SRI RAMA COVER BLOCKS  Proprietor			

Invoice No: 16126	31/3/21
Doc No: 90752	31/3/21
Received By:	
SUMMIT SALES LLP	

Certified by:
Stores Manager

Purchase Order

Page(s) 1 Of 1

29-03-2021 11:49:57 AM

Orig

75973
24.03.21 11:13:31

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

Supplier Details

Jai Sri Rama Cover Blocks
Bowrampet, Ranga Reddy, Telangana

GSTIN 36BTVPD4864J2Z0

9052171934

8185035464

Doc No	75973	168536
Doc Date	29-03-2021	
Quote No	Nil	
Quote Date	29-03-2021	
SupplyType	Supply	

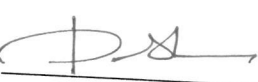
Kind Attn : Chandan Mishra

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6094 - Miscellaneous - Spacers - Other - nos	5,000.00	0.85	0.00	18.00	5,015.00
Rupees : Five Thousand Fifteen Only.					Total Order Value . . . 5,015.00

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 maintenance purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Jai Sri Rama Cover Blocks**

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		29.03.2021	
Site & Phase :		Summit housing llp		Time:		12.00	
Supplier				Req. No.		168536	
Material required before date:				ID No.		65033	
No	Description	Size	Quantity	Units	Inward No	Date	
1	spacers		5000	nos			
Remarks: For stock maintenance purpose							
Prepared By		NEHA					
Sign. & Date		29.3.2021		Sign. & Date			

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