

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 2/4/21		Prepared by: PRABHAKAR					
PO/WO no. 75284		PO / WO Date. 24/3/21					
Supplier Name ALG Telecom Services		PO/WO amount 2389.50					
Firm/Company Summit Labs LLP		Project 8448					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	ALG/202071/190	05/3/21	2390.00				
2							
3							
Amount A – Bills total(Excluding Transport & Hamali Charges):			2390.00				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	/	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.	/	/	/	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.	/	/	/	<input type="checkbox"/> Yes <input type="checkbox"/> 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:			2390.00				
Amount E – PO / WO value:			2389.00				
Amount F – Difference (A – E): GST-18%			-				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input 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 checked="" type="checkbox"/> Yes – Rs. <input checked="" type="checkbox"/> No					
Payment – due date		12/4					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		2/4					

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/-



TAX INVOICE

Original Copy
ALG/2020-21/1

ALG TELECOM SERVICES

4-7-19/16/1, 2nd Floor, Raghvendra Nagar, Nacharam, Hyderabad, TS (36)
500076, IN

+919676216333

info@algtelecomservices.com

GSTIN: 36AONPA5742E1Z3 Website: www.algtelecomservices.com

Amount Due:

₹2,390.00

Issue Date:

25-03-2021

Due Date:

25-03-2021

PO Number:

182

PO Date:

24-03-2021

Place of Supply:

TS (36)

Ship To

5-4-197/3, 2nd Floor, M.G Road, Secunderabad, TS (36) 500003, IN

75884

Bill To

SUMMIT SALES LLP

5-4-197/3, 2nd Floor, M.G Road, Secunderabad, TS (36) 500003, IN

GSTIN: 36ACQFS2044C1Z7

S.No	Item Description	HSN/SAC	Qty UoM	Price (₹)	Taxable Value (₹)	CGST (₹)	SGST (₹)	Amount (₹)
1	Beetel C-11 Basic Telephones	85171110	5.00	405.00	2,025.00	182.25 9%	182.25 9%	2,389.50
Total @18%					2,025.00	182.25	182.25	2,389.50

Bank Name: AXIS BANK LTD

Account Number: 912020031066602

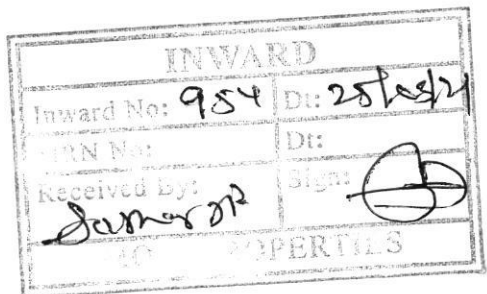
Branch Name: HIMAYATHNAGAR

IFSC Code: UTIB0000370

Total Taxable Value	₹2,025.00
Total Tax Amount	₹364.50
Rounded Off	₹0.50
Total Value (in figure)	₹2,390
Total Value (in words)	₹ Two Thousand Three Hundred Ninety Only

Terms & Conditions

1. Goods once sold will not be taken back.
 2. Warranty: One Year (No warranty on physical damage, burnt & Tampering).
 3. Interest @24% will be charged for payment overdue.
- * Computer Generated Invoice Copy and Required No Signature*



Purchase Order

Page(s) 1 Of 1

24-03-2021 2:40:15 PM

Ori



75884

24.03.21 11:09:56

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

Supplier Details

ALG Telecom Services
No.162-F2, Tirumala Homes, Karthikeya Nagar, Nacharam,
Hyderabad-500076

GSTIN 36AONPA5742E1Z3

64515797

9676216333

Doc No	75884	182714
Doc Date	24-03-2021	
Quote No	Nil	
Quote Date	06-04-2019	
SupplyType	Supply	

Kind Attn : Mr.A.Gopi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5012 - Equipment - consumable durable - Telephone set - NA - nos	5.00	405.00	0.00	18.00	2,389.50
Total Order Value . . .					2,389.50

Rupees : Two Thousand Three Hundred Eighty Nine and Paise Fifty Only.

Terms and Conditions :-

Specification / All items shall be of "Beetel" brand, C 11 black colour.

Payment Terms 100% as advance

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty 1 year warranty from date of purchase.

Advance Paid Rs..... vide . cheq.....

Other Terms We reserve the right items not confirming to qty & specs. Above order for HO intercom connection purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **ALG Telecom Services**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP Common Expenses	Date:	23.03.2021		
Site & Phase :		Head Office	Time:	11:06 am		
			Req. No.	182714		
Material required before date:			ID No.	64910		
No	Description	Size	Quantity	Units	Inward No	Date
01	Beetel Land Line phone		05	No's		
	75884					
Remarks: For Head Office use						
Prepared By		Jai Kumar	Approved by			
Sign.& Date		23.03.2021	Sign.& Date			

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

W

APPROVED BY
 22 MAR 2021
 SOHAM MODI
 MANAGING DIRECTOR