PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/04/2021	Prepared by:	T.D. Murthy
PO/WO no.	76018	PO / WO Date.	30/03/2021
Supplier Name	Naveen Metal Udyog	PO/WO amount	Rs. 30,208/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	006	03/04/2021	Rs. 30,208/-
2.	-	-	-
3.	-	-	-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 30,208/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	006	03/04/2021	90982	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 30,208/-
Amount E – PO / WO value:				Rs. 30,208/-
Amount F – Difference (A – E):				-

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	**17/04/2021**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 12 APR 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	12/4/21	12/4					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.
E-mail : nmuhyd@yahoo.co.in

M/s. SUMMIT SALES LLP
M. G. ROAD,
SECUNDERABAD

Phone ______ Fax ______

GST No. 36ACQFS2044C1Z7

Invoice No. : 006 Date : 03/04/21

P. O. No. & Date : 76018/168550 30/03/21

D. C. No. : Date :

Desp. Through : ~~AP 28 U 8836~~ AP 29 V 5237

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7209	Sheets 8'x4' Each @ 80/-	10 Nos.	2560/-	25600=00
			SUB TOTAL	25600=00
				—
			SGST @ 9%	2304=00
			CGST @ 9%	2304=00
			IGST @	—
			G. TOTAL	30208=00

INWARD
Inward No: 16157 Dt: 6/4/21
MRN No: 90982 Dt: 6/4/21
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No: 16473 Dt: 3/4/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 76262 Date 9/4 Sign.

Certified by:
Stores Manager

BANK : **PUNJAB NATIONAL BANK** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : PUNB0062520

Rupees Thirty thousand two hundred and eight only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

 30-03-2021 15:00:49

76018

30.03.21 4:51:31

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

Supplier Details			
Naveen Metal Udyog 4-5-155, Pan Bazar, Sec-bad-03.	**Doc No**	76018	168550
	Doc Date	30-03-2021	
	Quote No	Nil	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	30-03-2021	
66382026. 9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8090 - Steel - other - MS Sheet - 20guage - kgs *8'0 x 4'0 x 1mm thick - 10 sheets*	320.00	80.00	0.00	18.00	30,208.00
					Total Order Value . . .	**30,208.00**

Rupees : Thirty Thousand Two Hundred Eight Only.

Terms and Conditions :-

Specification / Brand Item shall be of ISI quality. should be 20guage.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 2days.

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation Cost 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 making of proportion boxes.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*

Authorised Signatory

30/03/2021

Name : ____________

Accepted the above Terms And Conditions

For ***Naveen Metal Udyog***

Name : ____________

Date : __/__/____

.Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30/03/2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00
Supplier		Req. No.	168550
Material required before date:		ID No.	65053

No	Description	Size	Quantity	Units	Inward No	Date
1	MS SHEET - 1MM THICK - 20 GUAGE	8' X 4'	10	SHEETS		
2						
3						
4	76018					
5						

Remarks: ABOVE ORDER FOR MAKING OF PROPORTION BOXES.

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	30/03/2021		

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

APPROVED
30 MAR 2021
MINISH PARIKH
MANAGER PROCUREMENT