PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/5/21	Prepared by:	HEMENDRA
PO/WO no.	76700	PO / WO Date.	24/4/21
Supplier Name	Projal Sanitary	PO/WO amount	5,699/-
Firm/Company	S.S.L.L.P	Project	Shell

Sl. No.	Bill No.	Bill Date	Bill amount
1	112	29/4/21	5,699/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,699/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	112	29/4/21	9174	☐ 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:	5,699/-
Amount E – PO / WO value:	5,699/-
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	7/5/21
Remarks:	Late fee Rs 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			04 MAY 2021				
Date							

APPROVED
MINICH PARIKH
MANAGER PROCUREMENT

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

Buyer
Summit Sales LLP
5-4-187/3&4, IInd Floor, M.G Road
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Invoice No.	Dated
PS/21-22/ 112	**29-Apr-2021**
Delivery Note	
Invoice	
Supplier's Ref.	Other Reference(s)
	Credit
Buyer's Order No.	Dated
76700	**24-Apr-2021**
Despatch Document No.	Delivery Note Date
Invoice	**29-Apr-2021**
Despatched through	Destination
Self	**Cherlapally**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Tile Grout (Ivory)**	3214	18 %	**70 Kg**	34.50	Kg		**2,415.00**
2	**Tile Grout (White)**	3214	18 %	**70 Kg**	34.50	Kg		**2,415.00**
								4,830.00
	Output CGST							**434.70**
	Output SGST							**434.70**
	Less : ***ROUNDING OFF***							**(-)0.40**
	Total			**140 Kg**				**₹ 5,699.00**

INWARD
Inward No: 16291 Dt: 30/4/21
MRN No: 91714 Dt: 03/5/21
Received By: Sign:
SUMMIT SALES LLP

E. & O.E

Amount Chargeable (in words)
Indian Rupees Five Thousand Six Hundred Ninety Nine Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
3214	4,830.00	9%	434.70	9%	434.70	869.40
99		9%		9%		
99		14%		14%		
Total	**4,830.00**		**434.70**		**434.70**	**869.40**

Tax Amount (in words) : **Indian Rupees Eight Hundred Sixty Nine and Forty paise Only**

PRAFUL SANITARY HIMAYATNAGAR HYD

for Praful Sanitary

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.

Certified by:

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD
No. 80152
Date 3/5
Sign
SEC'BAD

Purchase Order

 24-04-2021 2:22:25 PM C

76700
16.04.21 1:14:53

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**	76700	168618
		Doc Date	24-04-2021	
		Quote No	Nil	
GSTIN 36ACWPG864A1ZG	40077300	**Quote Date**	24-04-2021	
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*	70.00	34.50	0.00	18.00	2,849.70
2	3134 - Chemicals - Tile Grout - 1kg - pkts *white*	70.00	34.50	0.00	18.00	2,849.70
				Total Order Value . . .		**5,699.40**

Rupees : Five Thousand Six Hundred Ninty Nine and Paise Fourty 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 : 26/04/2021

Accepted the above Terms And Conditions

For ***Praful Sanitary***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	20.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168618
Material required before date:		ID No.	65634

No	Description	Size	Quantity	Units	Inward No	Date
1	Measuring Tape 76701	5mts	10	nos		
2	Tile Grout Silk | 76700		70	nos		
3	Tile Grout White		70	nos		
4	Tile Adhesive (Roff Brand) 76702	20kgs	20	bags		
5	Hold Fast		100	kg		
6						
7						
8						
9						
10						
11						

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	20.4.2021	Sign. & Date	

APPROVED BY
22 APR 2021
SOHAM MODI
MANAGING DIRECTOR

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