PURCHASE DIVISION
Advice for approval for credit to supplier

8

Date:	20/7/21	Prepared by:	HEMENDRA
PO/WO no.	77989	PO / WO Date.	24/6/21
Supplier Name	Jai Sri Rama cover block	PO/WO amount	5,015/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	008	19/7/21	5,015/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,015/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	008	19/7/21	94114	☑ 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:	5,015/-
Amount E – PO / WO value:	5,015/-
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	24/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date			21 JUL 2021				

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/-

Cell:9618242689

JAI SRI RAMA COVERBLOCKSAnd Tiles

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

TAX INVOICE

ToM/S Summit sales LLP-4-187/3&4, 11nd floor, MG road, secundrabad. 500003 **GSTIN** - 36ACQFS2044C1Z7	**INVOICE NO:008** **INVOICEDATE:** **19-07-2021** **GST**36NJZPS4941H1Z1 **DOCNO :77989**

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**
		ND TOTAL			**5015.00**

ThankingYou,

YoursFaithfully

FOR JAI SRI RAMA COVER BLOCKS

Proprietor

INWARD
Inward No: 16629 Dt: 19/7/21
MRN No: 94114 Dt: 19/7/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

SUMMIT SALES LLP
IN WARD
No: 82504
Date: 20/7
Sign:
R.R. DIST.

Purchase Order

 19-07-2021 2:48:08 PM

77989
19.06.21 11:50:49

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 CoverBlocks and Tiles	**Doc No**	77989	168712
Plot .no.266, Near Ice Factory Gandimaisamma Road, Bowrampet, RangaReddy	**Doc Date**	24-06-2021	
	Quote No	Nil	
GSTIN 36NJZPS4941H1z1	**Quote Date**	24-06-2021	
9618242689	**SupplyType**	Supply	

Kind Attn : Mr.RaghuPathi Reddy

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
					Total Order Value . . .	**5,015.00**

Rupees : Five Thousand Fifteen 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
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 for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

19/07/2021

Name : ______

Accepted the above Terms And Conditions

For ***Jai Sri Rama CoverBlocks and Tiles***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP		
Site & Phase :	SUMMIT HOUSING LLP	Date:	17-06-2021
Supplier		Time:	12:00
Material required before date:		Req. No.	168712
		ID No.	66872

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Spacers all in one 77989		5000	Nos		
2	Plastic Blue Sheet 77990	12x18	4320	Nos		
3	Spade with handle 77991		60	Nos		
4	Lable sheet book		10	Sheets		
5	Ring Binder	A3	12	Nos		
6	Ring Binder	A4	12	Sheets		
7	Whitners		20	Nos		
8	File folder-L	A4	50	Nos		
9	Paper	A3	5	Bundles		
10	Paper	A4	50	Bundles		
11	Chalk Piece		2	Boxes		
12	Stamp pad		8	Nos		

Remarks:For Stock Maintenance Purpose.

Prepared By	BHAVANI		
Sign.& Date	17-06-2021	Sign. & Date	

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

APPROVED BY
19 JUN 2021
SOHAM MODI
MANAGING DIRECTOR