PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/7/21	Prepared by:	HEMENDRA
PO/WO no.	7835	PO / WO Date.	6/7/21
Supplier Name	Manish sales agencies	PO/WO amount	2,200/-
Firm/Company	SSLLP	Project	Shree
Sl. No.	Bill No.	Bill Date	Bill amount
1	240	16/7/21	2,200/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,200/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	240	16/7/21	94228	☑ ~~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:				2,200/-
Amount E – PO / WO value:				2,200/-
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	29/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 22 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
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/-

Tax Invoice

(ORIGINAL FOR RECIPIENT)

Manish Sales Agencies GROUND FLOOR ,5-5-89/3 & 4,Sara Iron Market, Ranigunj,Secunderabad. Ph:04027714562 GSTIN/UIN: 36AYMPS1823K1ZZ State Name : Telangana, Code : 36 E-Mail : dipeshshah1977@yahoo.com	Invoice No. **240**	Dated **16-Jul-2021**
	Delivery Note	Mode/Terms of Payment **1 DAY**
	Supplier's Ref.	Other Reference(s)
Buyer **SUMMIT SALES LLP** 5-4-187/ 3 &4,2nd FLOOR ,MG ROAD SECUNDERABAD 9246364748 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **78350**	Dated **6-Jul-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**APEX COTTON HOSE (L) 21/2"**	59090090	**30.0000 Mts**	65.48	Mts	**1,964.29**
	SGST Output @ 6%			6	%	**117.86**
	CGST Output @ 6%			6	%	**117.86**
	Less : ***Round Off***					**(-)0.01**
	Total		**30.0000 Mts**			**₹ 2,200.00**

Amount Chargeable (in words) *E. & O.E*

INR Two Thousand Two Hundred Only

SUMMIT SALES LLP
IN WARD
No: 82601
Date: 22/7
Sign:
R.R. DIST.

Company's Bank Details
Bank Name : **State Bank of India.**
A/c No. : **40207168155**
Branch & IFS Code : **Ranigunj,Secunderabad & SBIN0003032**

for Manish Sales Agencies

Authorised Signatory

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

This is a Computer Generated Invoice

INWARD	
Inward No: 16630	Dt: 19/7/21
MRN No: 94228	Dt: 22/9/21
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

 21-07-2021 11:52:45 AM

Purchase Order

78350
06.07.21 4:40:58

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

Supplier Details			
Manish Sales Agencies 5-5-106, Opp.Rau's Hotel, Rajigunj, Secunderabad-500 003.	**Doc No**	78350	168793
	Doc Date	06-07-2021	
GSTIN -	**Quote No**	Nil	
27714562	**Quote Date**	06-07-2021	
2771 4529,65643548 9848192829	**SupplyType**	Supply	

Kind Attn : Dipesh R. Shah

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7375 - Plumbing - other - PVC Pipe - NA - nos *white canavas pipe 1 1/2" 30 mtrs*	1.00	2,200.00	0.00	0.00	2,200.00
					Total Order Value . . .	**2,200.00**
	Rupees : Two Thousand Two Hundred 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 sample purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 21/07/2021

Accepted the above Terms And Conditions

For ***Manish Sales Agencies***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:18
Supplier		Req. No.	168793
Material required before date:		ID No.	67280

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Canavas Pipe	2 1/2	30	mtrs		

Remarks:For Sample Purpose

Prepared By	BHAVANI		
Sign.& Date	06-07-2021	Sign. & Date	

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

APPROVED
0 JUL 2021
MINISH PARIKH
MANAGER PROCUREMENT