

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 agency		PO/WO amount 2,200/-	
Firm/Company S.S.L.P.		Project	
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.
1.	240	16/7/21	94228
2.			
3.			
Amount B –Other Credits :Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			
Amount E – PO / WO value: 2,200/-			
Amount F – Difference (A – E): GST-18% 2,200/-			
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
Sign:			22 JUL 2021
Date			MINISH PARIKH MANAGER PROCUREMENT

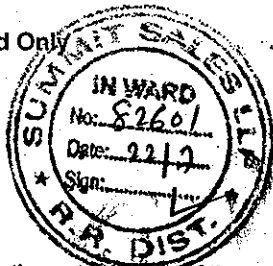
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos 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/-

(ORIGINAL FOR RECIPIENT)

SI 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

INR Two Thousand Two Hundred Only

E. & O.E.

**for Manish Sales Agencies**

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

Authorised Signatory

~~This is a Computer Generated Invoice~~

INWARD		19
Inward No: 16630	Dt: 10/2/2	
MRN No: 94228	Dt: 22/11/2	
Received By:	Sign:	82
SUMMIT SALES LLP		

Certified by:

Stores Manager

Purchase Order

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21-07-2021 11:52:45 AM

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



78350
06.07.21 4:40:58

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
		Quote No	Nil
		Quote Date	06-07-2021
		SupplyType	Supply
GSTIN - 2771 4529,65643548 27714562 9848192829			

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 canvas pipe 1 1/2" 30 mtrs	1.00	2,200.00	0.00	0.00	2,200.00
Rupees : Two Thousand Two Hundred Only.					Total Order Value . . . 2,200.00

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
Penalty 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 : _____

Accepted the above Terms And Conditions

For **Manish Sales Agencies**

Name : _____

Date : ____/____/____

W

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.

