(2)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/7/21	Prepared by:	HEMENDRA
PO/WO no.	78987	PO / WO Date.	24/7/21
Supplier Name	Sathyaswaroopa agencies	PO/WO amount	30,099/-
Firm/Company	SSLLP	Project	Sh LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	375	24/7/21	30,689/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			30,099/-

Sl. No.	DC. No	DC. Date	MRN No.	DC matches MRN
1.	375	24/7/21	94360	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B – Other Credits : Transportation charges 500/- +GST	590/-
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	30,689/-
Amount E – PO / WO value:	30,099/-
Amount F – Difference (A – E): GST-18%	590/-

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	3/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 27 JUL 2021				
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/-

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

- ☐ Original for Receipt
- ☐ Duplicate for Transporter
- ☐ Triplicate for Supplier

Invoice No. : 375 /19 - 20
Invoice Date : 24/07/2021.
State : Telangana State Code36

Transportation Mode:
Vehicle Number:
P.O. Number :
LR No:
No. of Cases:
Place of Supply:

DETAILS OF CONSIGNEE: BILLED TO

NAME: Summit Sales LLP.
Address: M.G.Road, Secunderabad - 500003.
GSTIN: 36AKQFS7044C1Z7.
State: Telangana. State Code: 36.

DETAILS OF RECEIVER: SHIPPED TO

NAME: PO No. - 78987.
Address: 24/7/2021.
GSTIN:
State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	8301	Dorset Tubular locks.	50	Nos	895	43%	18%	25508.00
2		ETTON cylinder locks						
3		with keys.						
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Rs. 30689/-

INWARD
Inward No: 16661 Dt: 24/7/21
MRN No: 94360. Dt: 26/7/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No: 82749
Date: 27/7
Sign:
R.R. DIST.

Certified by:
Stores Manager

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST		
						Transport / If any	500.00
						Total Amount before Tax	26008.00
						Add. CGST 9%	2340.50
						Add: SGST 9%	2340.50
						Add: IGST	

Amount in words: Thirty thousand six hundred & eighty nine only

GRAND TOTAL 30689.00

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

Purchase Order

 24-Jul-21 11:02:13 AM

78987
22.07.21 4:01:00

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

Supplier Details			
Sathyavarapu Hardwares, #2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.	**Doc No**	78987	168862
	Doc Date	24-07-2021	
	Quote No	Nil	
GSTIN 36BCBPS4784B1ZJ	**Quote Date**	24-07-2021	
65910337. 9885316000.	**SupplyType**	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	50.00	895.00	43.00	18.00	30,098.85
	Total Order Value . . .					**30,098.85**

Rupees : Thirty Thousand Ninty Eight and Paise Eighty Five Only.

Terms and Conditions :-

Specification / Brand	Hardware is dorset
Payment Terms	Nil
Tax	Inclusive of all GST taxes
Delivery Date	With in a day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock revision, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Sathyavarapu Hardwares,***

Name : ______________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:15
Supplier		Req. No.	168862
Material required before date:		ID No.	67836

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cylindrical Lock		50	Nos		

18887

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign.& Date	24-07-2021	Sign. & Date	

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

APPROVED
24 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE