8

**PURCHASE DIVISION**
**Advice for approval for credit to supplier**

| | | | |
|---|---|---|---|
| Date: | 5/8/21 | Prepared by: | HEMENDRA |
| PO/WO no. | 79060 | PO / WO Date. | 27/7/21 |
| Supplier Name | Jai Sri Rama Cover Block & Tiles | PO/WO amount | 5,015/- |
| Firm/Company | SSUP | Project | SSUP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 011 | 3/8/21 | 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. | 011 | 3/8/21 | 94652 | ☑ ~~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 | 12/8/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 05 AUG 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/-

Cell:9618242689

# JAI SRI RAMA COVERBLOCKSAnd Tiles

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

## TAX INVOICE

| | |
|---|---|
| ToM/SSummit sales LLP-4-187/3&4, IInd floor,<br>MG road, secundrabad. 500003<br><br>GSTIN - 36ACQFS2044C1Z7 | INVOICE NO:011<br>INVOICEDATE: 03-08-2021<br><br>GST: 36NJZPS4941H1Z1<br>DOCNO :79060 |

| 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,

SUMMIT SALES LLP
IN WARD
No: 83016
Date: 4/8
Sign:
R.R. DIST.

YoursFaithfully
FOR JAI SRI RAMA COVER BLOCKS

D. Rey
Proprietor

| INWARD | |
|---|---|
| Inward No: 16715 | Dt: 3/8/21 |
| MRN No: 9660 | Dt: 03/8/21 |
| Received By: | Sign: |
| SUMMIT SALES LLP | |

Certified by:

Stores Manager

# Purchase Order

 27-07-2021 2:33:59 PM

79060
26.07.21 11:52:28

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<br>Plot .no.266, Near Ice Factory Gandimaisamma Road, Bowrampet, RangaReddy<br><br>**GSTIN** 36NJZPS4941H1z1<br>9618242689 | **Doc No** | 79060 | 168859 |
| | **Doc Date** | 27-07-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 27-07-2021 | |
| | **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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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

Name : ____________________

Accepted the above Terms And Conditions

For *Jai Sri Rama CoverBlocks and Tiles*

Name : ____________________

Date : __/__/____