PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/8/21	Prepared by:	HEMENDRA
PO/WO no.	79363	PO / WO Date.	3/8/21
Supplier Name	Rama agencies	PO/WO amount	29,000/-
Firm/Company	SS Ltd	Project	SSLtd KNM
Sl. No.	Bill No.	Bill Date	Bill amount
1	568	4/8/21	29,000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			29,000/-

Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.	Inward 16839	2/8/21	95367	☐ 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:	—
Amount E – PO / WO value:	29,000/-
Amount F – Difference (A – E): GST-18%	29,000/-

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 29,000/-
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 21 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/-

Tax Invoice

PRANAV AGENCIES # 15, 2-1-150, 1st Floor, H.M.Ishaque Estate, M.G.Road SECUNDERABAD - 500 003. GSTIN/UIN: 36AGKPK7722P1ZQ State Name : Telangana, Code : 36 E-Mail : kalpesh218@gmail.com	Invoice No. **568**	Dated **4-Aug-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Summit Sales LLP** 5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **79303**	Dated **3-Aug-2021**
	Despatch Document No. 100	Delivery Note Date
	Despatched through	Destination **Shamirpet**
	Bill of Lading/LR-RR No.	Motor Vehicle No. **Ts05ub9891**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**		**100 BAGS**	226.56	BAGS	**22,656.00**
	CGST					**3,171.84**
	SGST					**3,171.84**
	ROUND OFF					**0.32**
	Total		**100 BAGS**			**₹ 29,000.00**

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

INR Twenty Nine Thousand Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	22,656.00	14%	3,171.84	14%	3,171.84	6,343.68
Total	**22,656.00**		**3,171.84**		**3,171.84**	**6,343.68**

Tax Amount (in words) : **INR Six Thousand Three Hundred Forty Three and Sixty Eight paise Only**

SUMMIT SALES LLP
INWARD No: 83658
Date: 23/8
Sign:
R.R. DIST.

PRANAV AGENCIES

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

for PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 16839	Dt: 20/8/21
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

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Purchase Order

79303
31.07.21 2:18:25

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

Supplier Details

PRANAV AGENCIES
311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003

9989210123

Doc No	79303	168890
Doc Date	03-08-2021	
Quote No	NIL	
Quote Date	03-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Kalpesh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	100.00	226.56	0.00	28.00	28,999.94
Total Order Value . . .					**28,999.94**

Rupees : Twenty Eight Thousand Nine Hundred Ninty Nine and Paise Ninty Four Only.

Terms and Conditions :-

Specification / Brand	Item shall be Of Lafarge Cement Only.
Payment Terms	100% as advance
Tax	Included in the above price
Delivery Date	Immediate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	NIL
Transportation Cost	Included in the above price and Hamali charges
Warranty	NIL
Advance Paid	Rs 29,000/- Cheque Dt---
Other Terms	We reserve the right to reject the item not conforming to the Quality and specs. Hamali charges extra Rs 5/- per bag.Above order for Bloomdale site purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at KNM-Shamirpet-Contact Person Mr Rahul-8978362427.

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
- 4 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name : 03/08/2021

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	03-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00AM
Supplier		Req. No.	168890
Material required before date:		ID No.	68107

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cement- PPC PO/79303	50kgs	100	Bags		

Remarks:For Bloomdale			
Prepared By	Bhavani		
Sign.& Date	03-08-2021	Sign. & Date	APPROVED BY -4 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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

03/08/2021