PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/8/21	Prepared by:	HEMENDRA
PO/WO no.	78882	PO / WO Date.	22/7/21
Supplier Name	Pranav agencies	PO/WO amount	29,000/-
Firm/Company	SSLLP	Project	Shree Vista
Sl. No.	Bill No.	Bill Date	Bill amount
1	560	25/7/21	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 16816	18/8/21	95301	☑ 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:	29,000/-
Amount E – PO / WO value:	29,000/-
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 29,000/-
Payment – due date	—
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		APPROVED					
Date		21 AUG 2021 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/-

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. **560**	Dated **25-Jul-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. **78882**	Dated **22-Jul-2021**
	Despatch Document No. 01	Delivery Note Date
	Despatched through	Destination **Khushaiguda**
	Bill of Lading/LR-RR No.	Motor Vehicle No. **Ap28tb6689**
	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 * R.R. DIST. *
IN WARD
No: 83655
Date: 23/8
Sign:

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

PRANAV AGENCIES

for PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 16816	Dt: 18/8/21
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Purchase Order

 22-07-2021 12:01:42 PM

78882
16.07.21 4:16:36

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	78882	168851
Doc Date	22-07-2021	
Quote No	NIL	
Quote Date	22-07-2021	
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 Penna CEMENT
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 Vista Homes purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at Kushaiguda Contact Person Mr Madhu-9502211499.

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

For *Summit Sales LLP*
Authorised Signatory

Name : 22/07/2021

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:15
Supplier		Req. No.	168851
Material required before date:		ID No.	67757

S. No	Description	Size	Quantity	Units	Inward No	Date
1	PPC Cement	50kg	100	Bags		
	PO 78882					

Remarks:For Vista Homes

22/07/2021

Prepared By	Bhavani		
Sign.& Date	22-07-2021	Sign. & Date	

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