E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/8/21	Prepared by:	HEMENDRA
PO/WO no.	79484	PO / WO Date.	9/8/21
Supplier Name	Pranav agencies	PO/WO amount	29,000/-
Firm/Company	SSDLP	Project	Sleep NGL
Sl. No.	Bill No.	Bill Date	Bill amount
1	591	16/8/21	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.				☐ 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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
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. **591**	Dated **16-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. **79484**	Dated **9-Aug-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **Pocharam**
	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		State Tax		Total
		Rate	Amount	Rate	Amount	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**

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

PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 16822	Dt: 19/8/21
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

SUMMIT SALES LLP
IN WARD
No: 83654
Date: 23/8
Sign:
R.R. DIST.

Purchase Order

 09-08-2021 12:11:10 PM

79484
10.08.21 11:14:46

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	79484	168915
Doc Date	09-08-2021	
Quote No	NIL	
Quote Date	09-08-2021	
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 NGH site purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at Rampally-Contact Person Mr Vijay-9849497484.

For *Summit Sales LLP*
Authorised Signatory

Name : 09/08/2021

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	09-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168915
Material required before date:		ID No.	68272

S. No	Description	Size	Quantity	Units	Inward No	Date
1	PPC CEMENT 10/19484		100	BAGS		
2						

Remarks:For modi reality pocharam-NGH.

Prepared By	Bhavani 09/08/2021		
Sign.& Date	9-08-2021	Sign. & Date	

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