PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/8/21	Prepared by:	HEMENDRA
PO/WO no.	73631	PO / WO Date.	8/1/21
Supplier Name	Pranav agencies	PO/WO amount	61,000/-
Firm/Company		Project	
	SC 44		SR44 GMR
Sl. No.	Bill No.	Bill Date	Bill amount
1	528	9/1/21	61,000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			61,000/-

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:	61,000/-
Amount E – PO / WO value:	61,000/-
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 61,000/-
Payment – due date	Paid
Remarks: Edit Period locked	NO BAR code

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date			25/8/2021				

APPROVED BY
30 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

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. **528**	e-Way Bill No.	Dated **9-Jan-2021**
Delivery Note		Mode/Terms of Payment
Supplier's Ref.		Other Reference(s)
Buyer's Order No. **73631**		Dated **8-Jan-2021**
Despatch Document No.		Delivery Note Date
Despatched through		Destination **Mallapur**
Bill of Lading/LR-RR No.		Motor Vehicle No. **Ts10ua0045**
Terms of Delivery		

Buyer
Summit Sales LLP
5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**		**200 BAGS**	238.28	BAGS	**47,656.00**
	CGST					**6,671.84**
	SGST					**6,671.84**
	ROUND OFF					**0.32**
	Total		**200 BAGS**			**₹ 61,000.00**

Amount Chargeable (in words)
INR Sixty One Thousand Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	47,656.00	14%	6,671.84	14%	6,671.84	13,343.68
Total	**47,656.00**		**6,671.84**		**6,671.84**	**13,343.68**

Tax Amount (in words) : **INR Thirteen 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: 15673	Dt: 21/1/21
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Purchase Order

 19-08-2021 13:00:02

Original / Office Copy / Purchase Div.Copy

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 **GSTIN** 36agkpk7722p1zq 9989210123	**Doc No**	73631	168292
	Doc Date	08-01-2021	
	Quote No	NIL	
	Quote Date	08-01-2021	
	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	200.00	238.28	0.00	28.00	60,999.68
					Total Order Value . . .	**60,999.68**

Rupees : Sixty Thousand Nine Hundred Ninty Nine and Paise Sixty Eight 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 61000./-
Other Terms	We reserve the right to reject the item not conforming to the Quality and specs. Hamali charges extra Rs. 5/- per bag site use purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at GMR-MALLAPUR Contact Person Mr Ramprasad/Likita-8309938133/9704750860

Bill not received.
V.Bhf
25/08/2021.

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Name : ____________ Name : ____________ Date : __/__/__

Requisition Form

Company Name:	Summit sales llp	Date:	7.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168292
Material required before date:		ID No.	62914

No	Description	Size	Quantity	Units	Inward No	Date
1	PPC CEMENT		200	BAGS		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: DELIVERY AT GMR

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.1.2021	Sign. & Date	

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