PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/10/21	Prepared by:	Hemda
PO/WO no.	81196	PO / WO Date.	30/9/21
Supplier Name	Supreme Agencies	PO/WO amount	38,869/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2741	1/10/21	38,869/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				38,869/-
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	9726	☐ 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:	38,869/-
Amount E – PO / WO value:	38,869/-
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	18/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 11 SEP 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/-

Original For Buyer

Supreme Agencies

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE , CHERLPALLY ,
HYDERABAD.,Telangana
State Code : 36.

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	2741	Invoice Date	01-Oct-21
DC No. & Date.	/	Due Date	01-Oct-21
P.O. No.	81196 / 169053	P.O. Date	30-Sep-21
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TS 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
1	**DURA FIL** 25MMX1220MMX2000MM DAWN - DURA FIL 2 BNDLS X 24 = 48 SHEETS , LOSE - 2 STS , TOTAL = 50 SHEETS , 50 STS X 2.44 = 122 SQM	39211900	2	122.00 SQM	270.00	32940.00	18.00	5929.20
Total			2	122.00 SQM		32940.00		5929.20

INWARD
Inward No: 17064 Dt: 4/10/21
MRN No: 97226. Dt: 4/10/21.
Received By: Sign: 84
SUMMIT SALES LLP

GST Sum In Words:
Rupees Five Thousand Nine Hundred Twenty-Nine And Twenty Paisa Only

Bill Amount In Words:
Rupees Thirty-Eight Thousand Eight Hundred Sixty-Nine Only

SUMMIT SALES LLP IN WARD No: 85255 Date: 7.10.21 Sign: 8 R.R. DIST.

Gross Total	32940.00
Freight Amt	0.00
CGST Amt	2964.60
SGST Amt	2964.60
IGST Amt	0.00
Round off	-0.20
Total Amount	38869.00

Terms & Conditions:
1. Our risk responsibility ceases after goods leave our godown.
2. Failure to pay on due date will attract interest @ 24% p.a.
3. All payments to be made throgh a crossed cheque / NEFT / RTGS
4. Goods Once Sold Cannot be taken back or Exchange.
5. All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

Duplicate For Transporter

Supreme Agencies

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

GSTIN No : 36ABWPS5297A1Z1

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE , CHERLPALLY ,
HYDERABAD.,Telangana
State Code : 36.

Tax Invoice No.	2741	Invoice Date	01-Oct-21
DC No. & Date.	/	Due Date	01-Oct-21
P.O. No.	81196 / 169053	P.O. Date	30-Sep-21
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TS 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

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For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

Purchase Order

 30-09-2021 13:45:32

Or

81196
27.09.21 3:10:21

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

Supplier Details			
Supreme Agencies	**Doc No**	81196	169053
Fatehnagar	**Doc Date**	30-09-2021	
	Quote No	Nil	
GSTIN 36ABWPS5297A1Z1 23771946	**Quote Date**	02-08-2021	
23776002 9849137074	**SupplyType**	Supply	

Kind Attn : Mr. Rejesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6066 - Miscellaneous - Armor Board - NA - Nos	50.00	658.80	0.00	18.00	38,869.20
					Total Order Value . . .	**38,869.20**

Rupees : Thirty Eight Thousand Eight Hundred Sixty Nine and Paise Twenty Only.

Terms and Conditions :-

Specification / All items shall be of "Supreme" brand,according to above size, each board 2 mtrs x 1.22 mtrs @ 270/- / sq.mtr.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation Transport cost shall be borne by you us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, above order is for Stock maintanace Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*
Authorised Signatory

Name : ________

Contact - -

Accepted the above Terms And Conditions
For *Supreme Agencies*

Name : ________

Date : __/__/____

1257

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169053
Material required before date:		ID No.	69826

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Recron		400	Nos		
2	Mastic pad-Armour Board 81196	6'x4'	20	Nos		
3	Plastic Blue Sheet	12x18	4320	Sft		
4	Spade With Handle		20	Nos		
5	Labour Helmets Female		100	Nos		
6	Staff&Visitor Helmets		50	Nos		
7	Paper	A4	50	Bundles		
8	Fevistic		30	Nos		
9	Labour Helmets Male		200	Nos		
10	Safety Indication Ribbon		20	Nos		
11	Crowbar		5	Nos		
12	Marker Pens-Blue		40	Nos		
13	Marker Pens-Black		40	Nos		
14	Marker Pens-Red		20	Nos		
15	Epson Ink		20	Nos		
16	Brown Tapes	2"	24	Nos		
17	Highlighter-All Colours	-	30	Nos		

Remarks:For Replenishing Stock Purpose			
Prepared By	Bhavani		
Sign.& Date	27-09-2021	Sign. & Date	

APPROVED BY
28 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

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