

PURCHASE DIVISION
Advice for approval for credit to supplier

3/12

Date: 2/12/21		Prepared by: Hoda	
PO/WO no. 82701		PO / WO Date. 18/11/21	
Supplier Name: Pragme Sanitary		PO/WO amount: 9,971/-	
Firm/Company: S S L U		Project: S S L U	
Sl. No.	Bill No.	Bill Date	Bill amount
1	771	25/11/21	9,971/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 9,971/-			
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	-	-	99739 <input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> 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: 9,971/-			
Amount F - Difference (A - E): GST-18% 9,971/-			
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)	
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)	
Excess / short material received		<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)	
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)	
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes - Rs. /- <input checked="" type="checkbox"/> No	
Payment - due date		12/12/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			03 DEC 2021
Date			MINISH PARIKH

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/-

GST INVOICE

(ORIGINAL FOR RECIPIENT)

Praful Sanitary 3-6-429/6, SRI SAI TOWER, St.No.4 HIMAYAT NAGAR HYDERABAD GSTIN/UIN: 36ACWPG4864A1ZG State Name : Telangana, Code : 36 E-Mail : prafulsanitary@gmail.com Buyer (Bill to)	Invoice No. PS/21-22/ 771	Dated 25-Nov-21
	Delivery Note Invoice	Reference No. & Date.
Summit Sales LLP 5-4-187/3&4, IInd Floor, M.G Road Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. 82701	Dated 18-Nov-21
	Dispatch Doc No. Invoice	Delivery Note Date 25-Nov-21
	Dispatched through Self	Destination Cherlapally

SI No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	Teflon Tape	3919	18 %	500 Nos	26.00	No:	35 %	8,450.00
								760.50
								760.50
Total								500 No: ₹ 9,971.00


Amount Chargeable (in words) **Indian Rupees Nine Thousand Nine Hundred Seventy One Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount	
		Rate	Amount	Rate	Amount		
3919	8,450.00	9%	760.50	9%	760.50	1,521.00	
99		9%		9%			
99		14%		14%			
Total			8,450.00		760.50	760.50	1,521.00

Tax Amount (in words) : **Indian Rupees One Thousand Five Hundred Twenty One Only**

Company's PAN : **ACWPG4864A**

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



for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION
 This is a Computer Generated Invoice

INWARD	
Inward No: 17294	Dt: 30.11.21
MRN No: 99939	Dt: 11/12/21
Received By:	Sign: ✓
SUMMIT SALES LLP	



Purchase Order



82701

12.11.21 5:08:07

Page(s) 1 Of 1

18-11-2021 13:38:02

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

Supplier Details

Pratul Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No	82701	169181
	Doc Date	18-11-2021	
	Quote No	Nil	
	Quote Date	18-11-2021	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6046 - Miscellaneous - Teflon tapes - NA - nos	500.00	26.00	35.00	18.00	9,971.00
Total Order Value . . .					9,971.00
Rupees : Nine Thousand Nine Hundred Seventy One Only.					

Terms and Conditions :-

Specification / Item in Sl.no.1-'Jindal' brand, Sl.no.2,3,4-'HB' brand, Sl.no.5,6-'Tata' brand, Sl.no.7-'Zoloto' brand, Sl.no.8-'Sudhkar' brand
Payment Terms Within 15 days of delivery of all materials
Tax All taxes included in above price.
Delivery Date On or before 10.11.15
Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra
Penalty For Delay Nil
Transportation Extra.
Warranty Nil
Advance Paid Nil
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for B block terrace floor GI Fitting work purpose.
Completion Date Nil
Measurement Nil
Security Nil
Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Pratul Sanitary**

Date : ___/___/___

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:	15-11-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:	11:00PM	
Supplier				Req. No.	169181	
Material required before date:			ID No.	71223		
S. No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	32mm	24	Nos		
2	Binder Clips 108	50mm	12	Nos		
3	Calculater		10	Nos		
4	Stapler Pins 82695	Small	100	Nos		
5	Fevistic		30	Nos		
6	Marker-Black		30	Nos		
7	Punch machine	Big	10	Nos		
8	Mouse		5	Nos		
9	Thermocol		200	Nos		
10	Biometric Adapter		5	Nos		
11	Teflon Tapes 82701		500	Nos		
12	Plastic Blue Sheet } 82700	12x18	6480	sft		
13	Blue Sheet	24x18	8640	sft		
14	Spade With Handle	82697	20	Nos		
15	Cube Testing Moulds		24	Nos		
16	Whitners		20	Nos		
17	Stamp Pad		20	Nos		
18	Paper	A4	50	Bundles		
19	Bombay Broom	Small	200	Nos		
Remarks: For Stock Replenishing Purpose						
Prepared By		Bhavani				<div style="border: 1px solid black; padding: 5px; text-align: center;"> APPROVED BY 15 NOV 2021 SCHAM MODI MANAGING DIRECTOR </div>
Sign. & Date		15-11-2021		Sign. & Date		

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

70

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:	15-11-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:	11:00PM	
Supplier				Req. No.	169181	
Material required before date:			ID No.	71223		
S. No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	32mm	24	Nos		
2	Binder Clips 108	50mm	12	Nos		
3	Calculater		10	Nos		
4	Stapler Pins 82695	Small	100	Nos		
5	Fevistic		30	Nos		
6	Marker-Black		30	Nos		
7	Punch machine	Big	10	Nos		
8	Mouse		5	Nos		
9	Thermocol		200	Nos		
10	Biometric Adapter		5	Nos		
11	Teflon Tapes 82701		500	Nos		
12	Plastic Blue Sheet } 82700	12x18	6480	sft		
13	Blue Sheet	24x18	8640	sft		
14	Spade With Handle 82697		20	Nos		
15	Cube Testing Moulds		24	Nos		
16	Whitners		20	Nos		
17	Stamp Pad		20	Nos		
18	Paper	A4	50	Bundles		
19	Bombay Broom	Small	200	Nos		
Remarks: For Stock Replenishing Purpose						
Prepared By		Bhavani		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> APPROVED BY 15 NOV 2021 </div>		
Sign. & Date		15-11-2021				Sign. & Date

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

SOHAM MODI
MANAGING DIRECTOR