# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 10/12/21 | Prepared by: | ~~Monika~~ Hansha |
| PO/WO no. | 80087 | PO / WO Date. | 31/8/21 |
| Supplier Name | Prana agencies | PO/WO amount | 1,45,000/- |
| Firm/Company | SSLLP | Project | Shee Agl |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | | | |
| 2 | 595 | 31/8/21 | 1,44,998/- |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 1,44,998/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | 98397 | ☑ 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: | 1,44,998/- |
| Amount E – PO / WO value: | 1,45,000/- |
| Amount F – Difference (A – E): GST-18% | 2/- |
| 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 1,45,000/- |
| Payment – due date | |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | | APPROVED BY 13 DEC 2021 SOHAM MODI MANAGING DIRECTOR | | | |
| Date | | | 10/12/21 | | | | |

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**<br># 15, 2-1-150, 1st Floor,<br>H.M.Ishaque Estate, M.G.Road<br>SECUNDERABAD - 500 003.<br>GSTIN/UIN: 36AGKPK7722P1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : kalpesh218@gmail.com | Invoice No. e-Way Bill No.<br>**595** | Dated<br>**31-Aug-2021** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**80087** | Dated<br>**30-Aug-2021** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination<br>**Miryalguda** |
| | Bill of Lading/LR-RR No. | Motor Vehicle No.<br>**Ts05ub9895** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **500 BAGS** | 226.56 | BAGS | **1,13,280.00** |
| | ***CGST*** | | | | | **15,859.20** |
| | ***SGST*** | | | | | **15,859.20** |
| | *Less :* ***ROUND OFF*** | | | | | **(-)0.40** |
| | Total | | **500 BAGS** | | | **₹ 1,44,998.00** |

Amount Chargeable (in words) *E. & O.E*

**INR One Lakh Forty Four Thousand Nine Hundred Ninety Eight Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| | 1,13,280.00 | 14% | 15,859.20 | 14% | 15,859.20 | 31,718.40 |
| **Total** | **1,13,280.00** | | **15,859.20** | | **15,859.20** | **31,718.40** |

Tax Amount (in words) : **INR Thirty One Thousand Seven Hundred Eighteen and Forty 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**

Authorised Signatory

This is a Computer Generated Invoice

Inw
17138
27/10/21

INWARD
Inward No: 17138 Dt: 21/10/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD No: 8834
Date: 15/12
Sign:
R.R. DIST.

1175

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 30.8.21 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 10:36 AM |
| Supplier: | | Req. No. | 168970 |
| Material required before date: | | ID No. | 68841 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **PPC Cement** | - | 500 | bags | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | PO / 810087 | | | | | |
| 8 | | 30/8/21 | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: For AGH site

| | | | |
|---|---|---|---|
| Prepared By | P.SNEHA | Approved by | |
| Sign.& Date | 30.8.21 | Sign. & Date | |

APPROVED BY
30 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

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

30-08-2021 11:27:15 AM

# Purchase Order

Original /

80087
27.08.21 3:29:57

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** | 80087 | 168970 |
| **Doc Date** | 30-08-2021 | |
| **Quote No** | NIL | |
| **Quote Date** | 30-08-2021 | |
| **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 | 500.00 | 226.56 | 0.00 | 28.00 | 144,999.68 |
| | | | | **Total Order Value . . .** | **144,999.68** |

Rupees : One Lakh(s) Fourty Four Thousand Nine Hundred Ninty Nine and Paise Sixty Eight 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | NIL |
| **Transportation Cost** | Included in the above price and Hamali charges |
| **Warranty** | NIL |
| **Advance Paid** | Rs 1,45,000/-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 AGH purpose |
| **Completion Date** | NIL |
| **Measurment** | NIL |
| **Security** | Nil |
| **Remarks** | Delivery at Miryalguda Contact Person Mr Zakir-9748010271. |

APPROVED BY
30 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

**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 : 30/08/2021

Name : ____________

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Date : __/__/____

# Tax Invoice

**PRANAV AGENCIES**
# 15, 2-1-150, 1st Floor,
H.M.Ishaque Estate, M.G.Road
SECUNDERABAD - 500 003.
GSTIN/UIN: 36AGKPK7722P1ZO
State Name : Telangana, Code : 36
E-Mail : kalposh218@gmail.com

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

| | | |
|---|---|---|
| Invoice No. 595 | e-Way Bill No. | Dated 31-Aug-2021 |
| Delivery Note | | Mode/Terms of Payment |
| Supplier's Ref. | | Other Reference(s) |
| Buyer's Order No. 80087 | | Dated 30-Aug-2021 |
| Despatch Document No. | | Delivery Note Date |
| Despatched through | | Destination Miryalguda |
| Bill of Lading/LR-RR No. | | Motor Vehicle No. Ts05ub9895 |
| Terms of Delivery | | |

| Sl No | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
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| | SGST | | | | | 15,859.20 |
| | ROUND OFF | | | | | (-)0.40 |
| | Less : | | | | | |
| | Total | | 500 BAGS | | | ₹ 1,44,998.00 |

E. & O.E

Amount Chargeable (in words)
**INR One Lakh Forty Four Thousand Nine Hundred Ninety Eight Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
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| | 1,13,280.00 | 14% | 15,859.20 | 14% | 15,859.20 | 31,718.40 |
| Total | 1,13,280.00 | | 15,859.20 | | 15,859.20 | 31,718.40 |

Tax Amount (in words) : **INR Thirty One Thousand Seven Hundred Eighteen and Forty paise Only**

for PRANAV AGENCIES

Authorised Signatory

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

This is a Computer Generated Invoice

INWARD
Inward No: 17138 Dt: 20/10/21
MRN No: 98397 Dt:
Received By: Sign:
SUMMIT SALES LLP

Recd

INWARD
Inward No: 14839 Dt: 31/8/21
MRN No: 98012 Dt: 20/10/21
Received By: Security Sign:
Modi Bends (Miryalguda) LLP