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PURCHASE DIVISION
Advice for approval for credit to supplier

(B)

Date:	12/1/22	Prepared by:	Sneha.
PO/WO no.	84288.	PO / WO Date.	6/1/22
Supplier Name	Shiv shakti machine Tools Hardware & electricals	PO/WO amount	5,074/—
Firm/Company	Summit sales llp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2021-22/4583/SS	7/1/22	5,074/—
2			
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,074/—

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	102098	☑ 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:	5,074/-
Amount E – PO / WO value:	5,074/-
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	17/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature] APPROVED					
Date	12/1/22	14 JAN 2022					

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

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. PH: 8121002491 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2021-22/4583/SS**	Dated **7-Jan-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **4583**	Other Reference(s)
Buyer **Summit Sales LLP (Modi)** 5-4-187/3&4 2nd Floor, M.G Road, Secunderabad. GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **84288-169348**	Dated **6-Jan-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**UT-Marble Cutting Blade 355mm**	82022000	**2 pc**	2,150.00	pc		**4,300.00**
	CGST						**387.00**
	SGST						**387.00**
	Total		**2 pc**				**₹ 5,074.00**

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

INR Five Thousand Seventy Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
82022000	4,300.00	9%	387.00	9%	387.00	774.00
Total	**4,300.00**		**387.00**		**387.00**	**774.00**

Tax Amount (in words) : **INR Seven Hundred Seventy Four Only**

Company's Bank Details
Bank Name : **Kotak Mahindra Bank**
A/c No. : **1045741606**
Branch & IFS Code : **SD Road, Secunderabad & KKBK0007533**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

SUMMIT SALES LLP IN WARD No: 89588 Date: 12/01 Sign: R.R. DIST.

INWARD
Inward No: 10606 Dt: 7/1/22
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No: 17518 Dt: 10/01/22
MRN No: 102098 Dt: 11/01/22
Received By: Sign: 84
SUMMIT SALES LLP

Purchase Order

 06-01-2022 14:56:18

84288

5:44:07

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

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	84288	169348
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	06-01-2022	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	06-01-2022	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Stone cutting blade - 14"*	2.00	2,150.00	0.00	18.00	5,074.00
					Total Order Value . . .	**5,074.00**

Rupees : Five Thousand Seventy Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. Krain brand.
Payment Terms	After Delivary & Production of bill
Tax	Included in the 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 Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for Stone and granite cutting purpose.
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

07/01/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06/01/2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00
Supplier		Req. No.	~~183357~~ 169343
Material required before date:		ID No.	72709

No	Description	Size	Quantity	Units	Inward No	Date
1	CUTTING BLADE - STONE	14''	02	NOS		
2						
3						
4						
5	84288					
6						
7						
8						

Remarks: ABOVE ORDER FOR GRANITE CUTTING PURPOSE.

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	06/01/2022		

APPROVED
07 JAN 2022
MANISH PARIKH
MANAGER PROCUREMENT

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