PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/1/22	Prepared by	Hemanta	Serial no.	
Supplier name	Prajul Sanitary			HO inward no.	118 322
Firm/Company	SSLLP	Project	SHLLP	HO received date	14/1/22
PO/WO date	11/1/22	PO/WO No.	84441	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	938	11/1/22	9,204/-	☑ Yes ☐ No
2.			-	☐ Yes ☐ No
3.			-	☐ Yes ☐ No
4.			-	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,204/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 102300	Proof of delivery matches MRN: ☑ 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:	9,204/-
Amount E – PO / WO value:	9,204/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	24/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemanta	Parthasarathi			
Sign:					
Date	17/1/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

PRAJUL PARTHASARATHI
Sr. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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

Invoice No.	Dated
PS/21-22/ 938	**11-Jan-22**
Delivery Note	
Invoice	
Reference No. & Date.	Other References
	Credit
Buyer's Order No.	Dated
84441	**11-Jan-22**
Dispatch Doc No.	Delivery Note Date
Invoice	**11-Jan-22**
Dispatched through	Destination
Self	**Cherlapally**

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Teflon Tape**	3919	18 %	**500 No:**	26.00	No:	40 %	**7,800.00**
	Output CGST							**702.00**
	Output SGST							**702.00**
	Total			**500 No:**				**₹ 9,204.00**

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 322 Date 14/1/22 Sign

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

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
3919	7,800.00	9%	702.00	9%	702.00	1,404.00
Total	**7,800.00**		**702.00**		**702.00**	**1,404.00**

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

PRAFUL SANITARY * HIMAYATNAGAR * HYDERABAD-29.

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: 17534 Dt: 14/01/22
MRN No: 102300 Dt: 14/01/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP * IN WARD No: 89734 Date: 12/01 Sign: * R.R. DIST.

Purchase Order

 11-01-2022 15:49:30

84441
08.01.22 11:42:54

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

Supplier Details				
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad.		**Doc No**	84441	169332
		Doc Date	11-01-2022	
		Quote No	Nil	
GSTIN 36ACWPG864A1ZG	40077300	**Quote Date**	11-01-2022	
65526886.	9849624797	**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	40.00	18.00	9,204.00
				Total Order Value . . .		**9,204.00**

Rupees : Nine Thousand Two Hundred Four Only.

Terms and Conditions :-

Specification /	All items shall be of Sudhkhar brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replinishing 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 invoice 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

Name : _____

Accepted the above Terms And Conditions

For ***Praful Sanitary***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169332
Material required before date:		ID No.	72846

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Armond Board		25	Nos		
2	Teflan tape 84441		500	Nos		
3	Gova Rope		60	Nos		
4	Blue sheet	24x18	10	Nos		
5	Spade with handle 84438		20	Nos		

Remarks: For Stock Replenishing Purpose

APPROVED BY
07 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

Prepared By	Vanajakshi		
Sign.& Date	31-12-2021	Sign. & Date	

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