

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/1/22		Prepared by: Hemenda		Serial no. 1181	
Supplier name: Royal Sanitary		HO inward no. 325			
Firm/Company: SHELUP		Project: SHUP		HO received date: 14/1/22	
PO/WO date: 12/1/22		PO/WO No. 84453		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	942	12/1/22	14,302/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		14,302/-
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 102298	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:		14,302/-
Amount E – PO / WO value:		14,302/-
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	MD	Accountant	Accounts Manager
Name:	Hemenda	P. Pradyumnakar			
Sign:	[Signature]	[Signature]			
Date	18/1/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

(ORIGINAL FOR RECIPIENT)

Invoice No. PS/21-22/ 942	Dated 12-Jan-22
Delivery Note Invoice	
Reference No. & Date.	Other References Credit
Buyer's Order No. 84453	Dated 12-Jan-22
Dispatch Doc No. Invoice	Delivery Note Date 12-Jan-22
Dispatched through Self	Destination Cherlapally



E. & O.E

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
3917	4,320.00	9%	388.80	9%	388.80	777.60
Total	12,120.00		1,090.80		1,090.80	2,181.60

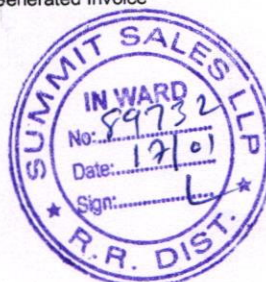


for Praful Sanitary

Authorised Signatory

~~This is a Computer Generated Invoice~~

INWARD	
Inward No: 17532	Dr: 14/01/22
MRN No: 102298	Dr: 14/01/22
Received By:	Sign: 
SUMMIT SALES LLP	



Purchase Order

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12-01-2022 11:02:05

84453
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	84453	169343
Doc Date	12-01-2022	
Quote No	Nil	
Quote Date	12-01-2022	
SupplyType	Supply	

GSTIN 36ACWPG864A1ZG 40077300
65526886. 9849624797

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
2 7327 - Plumbing - PVC - Connection - 2 ft - nos	60.00	120.00	40.00	18.00	5,097.60
Total Order Value . . .					14,301.60

Rupees : Fourteen Thousand Three Hundred One and Paise Sixty Only.

Terms and Conditions :-

Specification / All items shall be of Sudhkhhar 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

Penalty 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 replenishing 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

Accepted the above Terms And Conditions

For **Praful Sanitary**

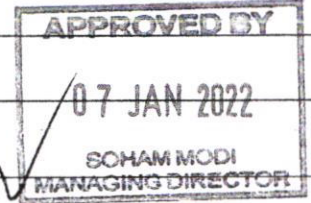
Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		04-01-2022	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00 AM	
Supplier				Req. No.		169343	
Material required before date:				ID No.		72855	
S.No	Description	Size	Quantity	Units	Inward No	Date	
1	Sanitary wall hang Wc		10	Nos			
2	EWC+Seatcover+Flush tank-Wall hang		20	Nos			
3	Sanitary -Wash Basin White		20	Nos			
4	Sanitary -Wash Basin Pedastal	3/4	20	Nos			
5	Tefflon Tapes		500	Nos			
6	PVC connection	2'	60	Nos			
Remarks: For Stock Replenishing Purpose							
Prepared By		Vanajakshi					
Sign.& Date		04-01-2022		Sign. & Date			



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