PURCHASE DIVISION

Advice for approval for credit to supplier

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Date:	19/1/22	Prepared by	Sneha	Serial no.	1461
Supplier name	Supreme Agencies			HO inward no.	
Firm/Company	Summit Sals Up	Project	SH Up	HO received date	
PO/WO date	11/1/22	PO/WO No.	84444	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4482	17/1/22	19,435/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,435/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102388	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:	19,435/-
Amount E – PO / WO value:	19,434.60/-
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:	- final bill -

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Babhakar			
Sign:	Sneha	[signature]			
Date	19/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 20 JAN 2022 P. PRABHAKAR 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.

Original For Buyer

Supreme Agencies

GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,Telangana

Buyer's GSTIN No: 36ACQFS2044C1Z7

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	4482	Invoice Date	17-Jan-22
DC No. & Date.	/	Due Date	17-Jan-22
P.O. No.	84444 / 169332	P.O. Date	11-Jan-22
Terms of Payment	AGAINST DELIVERY	Mode Of Dispatch	AUTO
Transporter Name		Vehicle No	TS 10 UA 9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

Consignee Delivery Address
C2260
SUMMIT SALES LLP
SITE : BEHIND KINGSTON PG COLLEGE , CHERLPALLY ,
HYDERABAD.,Telangana
State Code : 36.

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
1	**DURA FIL** 25MMX1220MMX2000MM DAWN - DURA FIL EACH SHEET = 1.22 X 2.0 = 2.44 SQM , 25 STS X 2.44 = 61.00 SQM	39211900	1	61.00 SQM	270.00	16470.00	18.00	2964.60
Total			1	61.00 SQM		16470.00		2964.60

INWARD
Inward No: 17543 Dt: 18/01/22
MRN No: 102388 Dt: 18/1/22
Received By: Sign:
SUMMIT SALES LLP

GST Sum In Words:
Rupees Two Thousand Nine Hundred Sixty-Four And Sixty Paisa Only

Bill Amount In Words:
Rupees Nineteen Thousand Four Hundred Thirty-Five Only

SUMMIT SALES LLP R.R. DIST. INWARD No: 89820 Date: 19/01 Sign:

Gross Total	16470.00
Freight Amt	0.00
CGST Amt	1482.30
SGST Amt	1482.30
IGST Amt	0.00
Round off	0.40
Total Amount	19435.00

Terms & Conditions:
1. Our risk responsibility ceases after goods leave our godown.
2. Failure to pay on due date will attract interest @ 24% p.a.
3. All payments to be made throgh a crossed cheque / NEFT / RTGS
4. Goods Once Sold Cannot be taken back or Exchange.
5. All disputes are subject to Hyderabad jurisdiction only.

For Supreme Agencies
SUPREME AGENCIES HYDERABAD
Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018

Purchase Order

 13-01-2022 12:35:23 PM

84444
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			
Supreme Agencies	**Doc No**	84444	169332
Fatehnagar	**Doc Date**	11-01-2022	
	Quote No	Nil	
GSTIN 36ABWPS5297A1Z1 23771946	**Quote Date**	31-12-2021	
23776002 9849137074	**SupplyType**	Supply	

Kind Attn : Mr. Rajesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6066 - Miscellaneous - Armor Board - NA - Nos	25.00	658.80	0.00	18.00	19,434.60
					Total Order Value . . .	**19,434.60**

Rupees : Ninteen Thousand Four Hundred Thirty Four and Paise Sixty Only.

Terms and Conditions :-

Specification /	All items shall be of "Supreme" brand,according to above size, each board 2 mtrs x 1.22 mtrs @ 270/- / sq.mtr.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in 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	Transport cost shall be borne by you us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for Stock maintanace Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Supreme Agencies***

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	84444.	25	Nos		
2	Teflan tape		500	Nos		
3	Gova Rope		60	Nos		
4	Blue sheet	24x18	10	Nos		
5	Spade with handle		20	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		
Sign.& Date	31-12-2021	Sign. & Date	APPROVED BY 07 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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