PURCHASE DIVISION
Advice for approval for credit to supplier

(P)

Date:	20/1/22	Prepared by	Snehs	Serial no.	...155
Supplier name	Prafull Sanitary			HO inward no.	
Firm/Company	SH UP	Project	SH UP	HO received date	
PO/WO date	13/12/21	PO/WO No.	83564	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS/21-22/866	24/12/21	5,098/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,098/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 10223	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:	5,098/-
Amount E – PO / WO value:	5,097.60/-
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:	Snehs	Bhaskar			
Sign:	Snehs	[signature]			
Date	20/1/22	20 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
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

(DUPLICATE FOR TRANSPORTER)

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	Invoice No. **PS/21-22/ 866**	Dated **24-Dec-21**
	Delivery Note **Invoice**	
	Reference No. & Date.	Other References **Credit**
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	Buyer's Order No. **83564**	Dated **13-Dec-21**
	Dispatch Doc No. **Invoice**	Delivery Note Date **24-Dec-21**
	Dispatched through **Mr. Shekhar**	Destination **Cherlapally**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**600mm Pvc Connection**	3917	18 %	**60 No:**	120.00	No:	40 %	**4,320.00**
	Output CGST							**388.80**
	Output SGST							**388.80**
	ROUNDING OFF							**0.40**
	Total			**60 No:**				**₹ 5,098.00**

Amount Chargeable (in words)

E. & O.E

Indian Rupees Five Thousand Ninety Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	4,320.00	9%	388.80	9%	388.80	777.60
99		9%		9%		
99		14%		14%		
Total	**4,320.00**		**388.80**		**388.80**	**777.60**

Tax Amount (in words) : **Indian Rupees Seven Hundred Seventy Seven and Sixty paise Only**

Duplicate Bill

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.

PRAFUL SANITARY HIMAYATNAGAR HYDERABAD-29.

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD

Inward No: 17440 Dt: 27/12/21

MRN No: 10223 Dt: 27/12/21

Received By: Sign:

SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 89168

Date: 3/01/22

Sign:

Purchase Order

83564
09.12.21 3:17:43

 13-12-2021 13:27:34

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	**Doc No**	83564	169250
3-6-138/5, Himayat Nagar, Hyderabad.	**Doc Date**	13-12-2021	
	Quote No	Nil	
GSTIN 36ACWPG864A1ZG 40077300	**Quote Date**	13-12-2021	
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	7327 - Plumbing - PVC - Connection - 2 ft - nos	60.00	120.00	40.00	18.00	5,097.60
					Total Order Value . . .	**5,097.60**

Rupees : Five Thousand Ninty Seven and Paise Sixty 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 replenshing 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 deli vary /DC can be sent by email.

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Praful Sanitary*

Date : __/__/__

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	10-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169250
Material required before date:		ID No.	72012

S.No	Description	Size	Quantity	Units	Inward No	Date
1	CP-Wall Mixture		10	Nos		
2	CP-Sink Coak With Swivel Spout		20	Nos		
3	CP-Shower Arm		10	Nos		
4	CP-Shower Head 83563		10	Nos		
5	CP-Pillar Cock		20	Nos		
6	CP-Angle Cock		30	Nos		
7	CP-Health Faucet		10	Nos		
8	PVC Connection 83564	2'	60	Nos		

Remarks: For Stock replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	10-12-2021	Sign. & Date	11 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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