PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/1/22	Prepared by	Hegde	Serial no.	---177?
Supplier name	Supreme agencies			HO inward no.	–
Firm/Company	SSUP	Project	SHUP	HO received date	–
PO/WO date	18/1/22	PO/WO No.	84666	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4553	21/1/22	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.:	102601	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:	19,435/-
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	29/1/22
Remarks:	

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

APPROVED
25 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.	4553	Invoice Date	21-Jan-22
DC No. & Date.	/	Due Date	21-Jan-22
P.O. No.	84666 / 169372	P.O. Date	18-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: 17582 Dt: 21/01/22
MRN No: 10260 Dt: 22/01/22
Received By: J. Sahrakumar 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 INWARD No: 90004 Date: 22/01 Sign: R.R. DIST.

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

 20-01-2022 10:45:38 AM

84666
08.01.22 11:50:03

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**	84666	169372
Fatehnagar	**Doc Date**	18-01-2022	
	Quote No	Nil	
GSTIN 36ABWPS5297A1Z1 23771946	**Quote Date**	13-01-2022	
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 *8' x 4'*	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 : 21/01/2022

Name : ____________

Accepted the above Terms And Conditions

For *Supreme Agencies*

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	13.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169372
Material required before date: 10.01.2022		ID No.	73003

No	Description	Size	Quantity	Units	Inward No	Date
1	PVC drums		15	Nos	84665	
2	Mastic pad-armour board	8'x4'	25	Nos	84666	
3	GI buckets		48	Nos		
4	Blue sheet	24x18	8640	Sft	84668	
5	Spade with handle		20	Nos	84667	
6	Hacksaw blade double		200	Box	84669	
7	Water bottles	1ltr	60	Nos	84670	

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	13..01..2022	Sign. & Date	

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

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR