PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/2/22	Prepared by	Hemanda	Serial no.	2733
Supplier name	Supreme Agencies			HO inward no.	
Firm/Company	SSLCP	Project	SLCP	HO received date	
PO/WO date	8/2/22	PO/WO No.	85280	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4889	18/2/22	18,657/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,657/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103558	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:	18,657/-
Amount E – PO / WO value:	18,657/-
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	18/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemanda				
Sign:					
Date	11/2/22	APPROVED 12 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT			
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 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.	4889	Invoice Date	10-Feb-22
DC No. & Date.	/	Due Date	10-Feb-22
P.O. No.	85280/169443	P.O. Date	8-Feb-22
Terms of Payment	AGANIST DELIVERY	Mode Of Dispatch	ROAD
Transporter Name	AUTO	Vehicle No	TS10UA9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

Consignee Delivery Address
C2260
SUMMIT SALES LLP
3 5-4-187/3&4 , II ND FLOOR
M G ROAD
SECUNDERABAD.-500003.,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 OF 1.22X2=2.44 SQMTR, 24 SHEETX2.44 SQMTR=58.56 SQMTR	39211900	1	58.56 SQM	270.00	15811.20	18.00	2846.02
Total			1	58.56 SQM		15811.20		2846.02

INWARD
Inward No: 17678 Dt: 11/2/22
MRN No: 103558 Dt: 11/2/22
Received By: Sign:
SUMMIT SALES LLP

GST Sum In Words:
Rupees Two Thousand Eight Hundred Forty-Six And Two Paisa Only

Bill Amount In Words:
Rupees Eighteen Thousand Six Hundred Fifty-Seven Only

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 90886
Date: 11/2
Sign:

Gross Total	15811.20
Freight Amt	0.00
CGST Amt	1,423.01
SGST Amt	1,423.01
IGST Amt	0.00
Round off	-0.22
Total Amount	18657.00

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 HYDERABAD

Authorised Signatory

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

Purchase Order

 09-02-2022 12:11:41 PM

85280
31.01.22 4:53:34

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

Supplier Details			
Supreme Agencies	**Doc No**	85280	169443
Fatehnagar	**Doc Date**	08-02-2022	
	Quote No	Nil	
GSTIN 36ABWPS5297A1Z1 23771946	**Quote Date**	04-02-2022	
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 *6' x 4'*	24.00	658.80	0.00	18.00	18,657.22
					Total Order Value . . .	**18,657.22**

Rupees : Eighteen Thousand Six Hundred Fifty Seven and Paise Twenty Two 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:	SSLLP	Date:	04.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169443
Material required before date:	10.01.2022	ID No.	73635

No	Description	Size	Quantity	Units	Inward No	Date
1	Mastic pad-Armour Board	6'x4'	24	Nos		

Remarks: For stock Replenishing purpose			APPROVED BY
Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	04.02..2022	Sign. & Date	07 FEB 2022

SOHAM MODI
MANAGING DIRECTOR

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

85280