

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                 |             |                                                                     |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------|------------------|
| Date:                                                                                                                                                                                                                                             | 25/02/22         | Prepared by                                                                                                                                                     | Vanajarshi  | Serial no.                                                          | 2422             |
| Supplier name                                                                                                                                                                                                                                     | Pratek sanitary  |                                                                                                                                                                 |             | HO inward no.                                                       |                  |
| Firm/Company                                                                                                                                                                                                                                      | SCLLP            | Project                                                                                                                                                         | SCLLP       | HO received date                                                    |                  |
| PO/WO date                                                                                                                                                                                                                                        | 8/02/22          | PO/WO No.                                                                                                                                                       | 85259       | Scan ID.                                                            |                  |
| Sl no.                                                                                                                                                                                                                                            | Bill no.         | Bill date                                                                                                                                                       | Bill amount | Original attached                                                   |                  |
| 1.                                                                                                                                                                                                                                                | PS/21-22/1051    | 15/02/22                                                                                                                                                        | 1,54,971/-  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.                                                                                                                                                                                                                                                |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 3.                                                                                                                                                                                                                                                |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 4.                                                                                                                                                                                                                                                |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| Amount A - Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                                    |                  |                                                                                                                                                                 |             | 1,54,971/-                                                          |                  |
| Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                                                                                                                                                                 |             |                                                                     |                  |
| MRN nos.:                                                                                                                                                                                                                                         | 103749           | Proof of delivery matches MRN                                                                                                                                   |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| Amount B - Other Credits : Transportation charges                                                                                                                                                                                                 |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Amount C - Other Debits :                                                                                                                                                                                                                         |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:                                                                                                                                                                                       |                  |                                                                                                                                                                 |             | 1,54,971/-                                                          |                  |
| Amount E - PO / WO value.                                                                                                                                                                                                                         |                  |                                                                                                                                                                 |             | 1,54,971/-                                                          |                  |
| Amount F - Difference (A - E):                                                                                                                                                                                                                    |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Quantity received as per PO / WO                                                                                                                                                                                                                  |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                                                                     |                  |
| Close PO / WO                                                                                                                                                                                                                                     |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other                                  |             |                                                                     |                  |
| Payment - due date                                                                                                                                                                                                                                |                  | 28/02/22                                                                                                                                                        |             |                                                                     |                  |
| Remarks: final B31)                                                                                                                                                                                                                               |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Approved by                                                                                                                                                                                                                                       | Purchase Officer | Purchase Manager                                                                                                                                                | M D         | Accountant                                                          | Accounts Manager |
| Name:                                                                                                                                                                                                                                             | Vanajarshi       |                                                                                                                                                                 |             |                                                                     |                  |
| Sign:                                                                                                                                                                                                                                             |                  | 25 FEB 2022                                                                                                                                                     |             |                                                                     |                  |
| Date                                                                                                                                                                                                                                              | 25/02/22         |                                                                                                                                                                 |             |                                                                     |                  |
| 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.              | e-Way Bill No.      | Dated            |
| <b>PS/21-22/1051</b>     | <b>151436853314</b> | <b>15-Feb-22</b> |
| Delivery Note            |                     |                  |
| <b>Invoice</b>           |                     |                  |
| Reference No. & Date.    | Other References    |                  |
|                          | <b>9618244433</b>   |                  |
| Buyer's Order No.        | Dated               |                  |
| <b>85259</b>             | <b>8-Feb-22</b>     |                  |
| Dispatch Doc No.         | Delivery Note Date  |                  |
| <b>Invoice</b>           | <b>15-Feb-22</b>    |                  |
| Dispatched through       | Destination         |                  |
| <b>Goods Vehicle</b>     | <b>Cherlapally</b>  |                  |
| Bill of Lading/LR-RR No. | Motor Vehicle No.   |                  |
|                          | <b>AP09TA4777</b>   |                  |



This is a Computer

| INWARD           |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| Inward No: 17699 | Dt: 15/2/22                                                                               |
| MRN No: 103749   | Dt: 15/2/22                                                                               |
| Received By:     | Sign:  |
| SUMMIT SALES LLP |                                                                                           |



**GST INVOICE**  
(Tax Analysis)

(ORIGINAL FOR RECIPIENT)

Inv No. PS/21-22/1051

Dated 15-Feb-22

**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  
  
Party : **Summit Sales LLP**  
5-4-187/3&4, IInd Floor, M.G Road  
Secunderabad  
GSTIN/UIN : 36ACQFS2044C1Z7  
State Name : Telangana, Code : 36

| HSN/SAC      | Taxable Value      | Central Tax |                  | State Tax |                  | Total Tax Amount |
|--------------|--------------------|-------------|------------------|-----------|------------------|------------------|
|              |                    | Rate        | Amount           | Rate      | Amount           |                  |
| 3917         | 1,18,814.74        | 9%          | 10,693.33        | 9%        | 10,693.33        | 21,386.66        |
| 3506         | 8,472.60           | 9%          | 762.53           | 9%        | 762.53           | 1,525.06         |
| 3926         | 2,676.15           | 9%          | 240.85           | 9%        | 240.85           | 481.70           |
| 7318         | 1,368.00           | 9%          | 123.12           | 9%        | 123.12           | 246.24           |
| 99           |                    | 9%          |                  | 9%        |                  |                  |
| 99           |                    | 14%         |                  | 14%       |                  |                  |
| <b>Total</b> | <b>1,31,331.49</b> |             | <b>11,819.83</b> |           | <b>11,819.83</b> | <b>23,639.66</b> |

Tax Amount (in words) : **Indian Rupees Twenty Three Thousand Six Hundred Thirty Nine and Sixty Six paise Only**

|                         |             |
|-------------------------|-------------|
| <b>INWARD</b>           |             |
| Inward No: 17699        | Dt: 15/2/22 |
| MRN No: 103749          | Dt: 15/2/22 |
| Received By:            | Sign:       |
| <b>SUMMIT SALES LLP</b> |             |



for Praful Sanitary

Authorised Signatory

# Purchase Order

Page(s) 1 Of 2

08-02-2022 12:33:54



85259

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                                        |                                   |            |              |
|---------------------------------------------------------|-----------------------------------|------------|--------------|
| Praful Sanitary<br>3-6-138/5, Himayat Nagar, Hyderabad. | GSTIN 36ACWPG864A1ZG<br>65526886. | Doc No     | 85259 169408 |
|                                                         |                                   | Doc Date   | 08-02-2022   |
|                                                         |                                   | Quote No   | NIL          |
|                                                         |                                   | Quote Date | 25-01-2021   |
| 40077300<br>9849624797                                  |                                   | SupplyType | Supply       |

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                               | Qty    | Rate   | Dis%  | GST   | Amount     |
|-------------------------------------------------------------------------|--------|--------|-------|-------|------------|
| 1 10052 - Plumbing - CPVC - CPVC pipe - 20 mm (10 ft len) - nos         | 200.00 | 329.40 | 43.00 | 18.00 | 44,310.89  |
| 2 10073 - Plumbing - CPVC - CPVC Elbow - 3/4 In - nos                   | 400.00 | 18.22  | 43.00 | 18.00 | 4,901.91   |
| 3 10251 - Plumbing - CPVC - CPVC Reducer Elbow - 3/4 in X 1/2 in - Nos  | 360.00 | 69.43  | 43.00 | 18.00 | 16,811.50  |
| 4 10067 - Plumbing - CPVC - CPVC Tee - 3/4 In - nos                     | 150.00 | 27.39  | 43.00 | 18.00 | 2,763.38   |
| 5 10252 - Plumbing - CPVC - CPVC Reducer Tee - 3/4 in X 1/2 in - nos    | 80.00  | 82.08  | 43.00 | 18.00 | 4,416.56   |
| 6 10099 - Plumbing - CPVC - CPVC Solutions - NA - Ltrs                  | 36.00  | 523.00 | 55.00 | 18.00 | 9,997.67   |
| 7 10130 - Plumbing - CPVC - CPVC Coupling - 1 1/4 In - nos              | 100.00 | 49.97  | 43.00 | 18.00 | 3,360.98   |
| 8 10254 - Plumbing - CPVC - CPVC Reducer FTA - 3/4 in X 1/2 in - Nos    | 50.00  | 81.22  | 43.00 | 18.00 | 2,731.43   |
| 9 10208 - Plumbing - CPVC - Threaded End Plug - 1/2 In - nos            | 500.00 | 9.39   | 43.00 | 18.00 | 3,157.86   |
| 10 10091 - Plumbing - CPVC - CPVC End cap - 3/4 In - nos                | 90.00  | 12.00  | 43.00 | 18.00 | 726.41     |
| 11 10216 - Plumbing - CPVC - Pipe - 1 1/4 In - nos                      | 90.00  | 823.41 | 43.00 | 18.00 | 49,844.30  |
| 12 10070 - Plumbing - CPVC - CPVC Tee Reducer - 1 In x 3/4 In - nos     | 40.00  | 78.01  | 43.00 | 18.00 | 2,098.78   |
| 13 10071 - Plumbing - CPVC - CPVC Tee Reducer - 1 1/4 In x 3/4 In - nos | 70.00  | 146.27 | 43.00 | 18.00 | 6,886.68   |
| 14 10248 - Plumbing - CPVC - CPVC End Cap - 1 1/4 in - nos              | 50.00  | 40.10  | 43.00 | 18.00 | 1,348.56   |
| 15 10101 - Plumbing - CPVC - CPVC Clamp - 3/4 In - nos                  | 200.00 | 12.00  | 43.00 | 18.00 | 1,614.24   |
| Total Order Value . . .                                                 |        |        |       |       | 154,971.15 |

Rupees : One Lakh(s) Fifty Four Thousand Nine Hundred Seventy One and Paise Fifteen Only.

**Terms and Conditions :-**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

## Purchase Order

Page(s) 2 Of 2

08-02-2022 12:33:54

Original / Office Copy / Purchase Div.Copy

**Specification / Brand** 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

**Penalty For Delay** Nil

**Transportation Cost** 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 maintenance purpose

**Completion Date** Nil

**Measurement** 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

Name :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name :

Date : \_/\_/\_

# Requisition Form

| Company Name:                           |                      | SSLLP        |          | Date:        |           | 25.01.2022 |  |
|-----------------------------------------|----------------------|--------------|----------|--------------|-----------|------------|--|
| Site & Phase :                          |                      | SSHLP        |          | Time:        |           | 10:00      |  |
| Supplier                                |                      |              |          | Req.No.      |           | 169408     |  |
| Material required before date:          |                      | 10.01.2022   |          | ID No.       |           | 73335      |  |
| No                                      | Description          | Size         | Quantity | Units        | Inward No | Date       |  |
| 1                                       | CPVC -Pipe           | 3/4"         | 200 ✓    | Length       |           |            |  |
| 2                                       | CPVC-Elbow           | 3/4"         | 400 ✓    | Nos          |           |            |  |
| 3                                       | CPVC-Reducer Elbow   | 3/4"x1/2"    | 360 ✓    | Nos          |           |            |  |
| 4                                       | CPVC-Plain Tee       | 3/4"         | 150 ✓    | Nos          |           |            |  |
| 5                                       | CPVC-Reducer Tee     | 3/4"x1/2"    | 80 ✓     | Nos          |           |            |  |
| 6                                       | CPVC-Reducer F.T.A   | 3/4"x1/2"    | 50 ✓     | Nos          | 31.22     |            |  |
| 7                                       | CPVC-Thread end plug | 1/2"         | 500 ✓    | Nos          |           |            |  |
| 8                                       | CPVC-End Cap         | 3/4"         | 90 ✓     | Nos          |           |            |  |
| 9                                       | CPVC-Solution        | 237ml        | 36 ✓     | Nos          |           |            |  |
| 10                                      | CPVC-Reducer Tee     | 1"x3/4"      | 40 ✓     | Nos          |           |            |  |
| 11                                      | CPVC-Pipe            | 1 1/4"       | 90 ✓     | Length       |           |            |  |
| 12                                      | CPVC-Coupling        | 1 1/4"       | 100 ✓    | Nos          |           |            |  |
| 13                                      | CPVC-Reducer Tee     | 1 1/4"x3/4"  | 70 ✓     | Nos          |           |            |  |
| 14                                      | CPVC-End Cap         | 1 1/4"       | 50 ✓     | Nos          |           |            |  |
| 15                                      | CPVC-Clamp           | 3/4"         | 200      | Nos          |           |            |  |
| Remarks: For Stock Replenishing Purpose |                      |              |          |              |           |            |  |
| Prepared By                             |                      | N.Vanajakshi |          | Approved by  |           |            |  |
| Sign.& Date                             |                      | 25.01..2022  |          | Sign. & Date |           |            |  |

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

APPROVED BY  
28 JAN 2022  
SOHAM MODI  
MANAGING DIRECTOR

28/1/22