E

PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 15/3/22 | Prepared by | Ramya | Serial no. | 2187 |
| Supplier name | Sri Sai Decors. | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | Need Scan PO |
| PO/WO date | 25/2/22 | PO/WO No. | 85934 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 056 | 14/3/22 | 31146 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 31,146 |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |
| MRN nos.: 104907 | Proof of delivery matches MRN ☑ Yes ☐ No |
| Amount B – Other Credits : Transportation charges | 2000/- |
| Amount C – Other Debits : | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 31.146.00/- |
| Amount E – PO / WO value: | 29.146.00/- |
| Amount F – Difference (A – E): | 2000/- |
| 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 | 21/3/22 |
| Remarks: | Final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | [signature] | | | | |
| Date | 15/3/22 | | | | |
| 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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 3080
Date 19/3/22
Sign. [signature]

Gurudavaya Namo

Om Sai Ram

**INVOICE CUM BILL**

GSTIN : 36ACAFS3574M1ZP

# Sri Sai Decors

# 5-72/7, Ankushapur (V), Edulabad Road, Ghatkesar (M), Medchal Dist. - 501 301.

To, Summit Sales LLP
5-4-187/3 and 4 II floor
M G Road Secunderabad

Invoice No. 056 Date : 14/3/22
D.C. No. Date :
Vehicle No. TS 08 UD 9083
Party GST No. 36ACQFS2044C1Z7

| S.No. | DESCRIPTION | HSN | Qty. | Sq. Mtr. / Sft | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|---|
| | 30 mm Skin Door | 4418 | | | | | |
| | 80 x 38 po number = 85934 | | 10 | 211.11 | 117 | 24700 | 00 |

SUMMIT SALES LLP
INWARD
No: 92295
Date: 15/3
Sign:

| INWARD | |
|---|---|
| Inward No: 17845 | Dt: 14/3/22 |
| MRN No: 104907 | Dt: 15/3/22 |
| Received By: | Sign: |
| SUMMIT SALES LLP | |

| | | |
|---|---|---|
| Total Amount Before Tax | 24,700 | 00 |
| CGST @ 9% | 2223 | 00 |
| SGST @ 9% | 2223 | 00 |
| IGST @ 18% | — | — |
| Transport Charges | 2000 | 00 |
| Total Amount After Tax | 31,146 | 00 |

Invoice Value in words : thirty one thousand one hundred and fourty six only

Bank Details : UNION BANK OF INDIA
A/c. No. : 327501010220087
IFSC Code : UBIN0532754
Branch : Ghatkesar

**Terms & Conditions :**

1. Goods once sold will not be taken back.
2. Certified that the parlour given are true and correct.
3. Once the invoice has been made, alteration will not be done.

V. Ramu

For SRI SAI DECORS

# Purchase Order

 25-02-2022 17:26:51

85934
14.02.22 3:00:03

.Copy

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

| **Supplier Details** | | | |
|---|---|---|---|
| Sri Sai Decors<br>Ghatkesar, Hyderabad, Telangana-501301 | **Doc No** | 85934 | 169513 |
| | **Doc Date** | 25-02-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACAFS3574M1ZP | **Quote Date** | 25-02-2022 | |
| 9885008785 9885008785 | **SupplyType** | Supply | |

**Kind Attn : Ram Mohan**

Purchase Order for the Supply of following Items.

| | **Item Name** | **Qty** | **Rate** | **Dis%** | **GST** | **Amount** |
|---|---|---|---|---|---|---|
| 1 | 2360 - Carpentry - doors - Panel Doors - Others - Nos<br>*38"x80"* | 10.00 | 2,470.00 | 0.00 | 18.00 | 29,146.00 |
| | | | | **Total Order Value . . .** | | **29,146.00** |

Rupees : Twenty Nine Thousand One Hundred Fourty Six Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Mango wood frame, partical board filling, masonite skin both side, two panel door, Rate per sft is Rs. 117+18% GST. |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | Included in the above prices |
| **Delivery Date** | With in 6 days |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Extra as per actuals |
| **Warranty** | One year replacement warranty for doors if found defective or the skin peel off |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, Damages in suppliers account, above order is for stock revision , 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 delivery/DC can be sent by email.' |

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Sri Sai Decors***

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 23.02.2022 |
| Site & Phase : | SSHLP | Time: | 1:00 |
| Supplier | | Req.No. | 169513 |
| Material required before date: | | ID No. | 74155 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Mortise lock | 85933 | 8 | Nos | | |
| 2 | Cylindrical lock | | 24 | Nos | | |
| 3 | SS Hinges per 1 piece | 85934 | 80 | Nos | | |
| 4 | Non WPC-Panel door-internal main door | 38"x80" | 10 | Nos | | |

Remarks: For Stock Repleneshing purpose

| | | | |
|---|---|---|---|
| Prepared By | N.Vanajakshi | Approved by | |
| Sign.& Date | 23.02..2022 | Sign. & Date | |

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

APPROVED BY

25 FEB 2022

SOHAM MODI

MANAGING DIRECTOR