

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/03/2022		Prepared by: MINISH		Serial no. 246-																															
Supplier name: Vasanth Enterprises				HO inward no.																															
Firm/Company: SLLP.		Project: SLLP.		HO received date																															
PO/WO date: 21/03/2022		PO/WO No. 86584		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	661	24/03/2022	35,400/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):				35,400/-																															
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.: 105306	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:				35,400/-																															
Amount E – PO / WO value:				35,400/-																															
Amount F – Difference (A – E):				NIL																															
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		04/04/2022																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	Name:						Sign:						Date						Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
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Sign:																																			
Date																																			
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 weightment 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)

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

23-03-2022 11:05:19

copy

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



86584

16.03.22 2:13:32

Supplier Details

M/S. Vasanth Enterprises
6-3-456/9, Dwarkapuri colony, Panjagutta, Hyderabad - 500 084.

GSTIN 36AGJPM2697Q1ZF

040-67116892

9391678892.

Doc No	86584	169585
Doc Date	21-03-2022	
Quote No	NIL	
Quote Date	14-03-2021	
SupplyType	Supply	

Kind Attn : Mr. Prakash.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1012 - Building material - Polyester Fibres - 6mm - pkts 10 bags	800.00	37.50	0.00	18.00	35,400.00
Total Order Value . . .					35,400.00

Rupees : Thirty Five Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of 'Reliance' brand. 125gms per each pkt.
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
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
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
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 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 **M/S. Vasanth Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169585
Material required before date:		ID No.	74828

No	Description	Size	Quantity	Units	Inward No	Date
1	Recron 86584		800	Nos		

Remarks: For Stock Replenishing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 17 MAR 2022 SCHAM MODI MANAGING DIRECTOR
Sign.& Date	17.03..2022	Sign. & Date	

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

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