PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/3/21	Prepared by	T.D. Manoj	Serial no.	2607
Supplier name	Naveen Metal Udyog			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP - SW	HO received date	
PO/WO date	22/3/21	PO/WO No.	86648	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	694	25/3/21	11,800-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,800-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 105421	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:	11,800-00
Amount E – PO / WO value:	11,800-00
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	4/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Manoj				
Sign:	[signature]				
Date	28/3/21				
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.

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. SUMMIT SALES LLP
M.G. ROAD.
SECUNDERABAD

Phone ______ Fax ______

GST No. 36ACQFS2044C1Z7

Invoice No. : 497 Date : 25/03/22

P. O. No. & Date : 86648/169605 22/03/22

D. C. No. : Date :

Desp. Through : TS-10-UB-5649

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7314	W. Mesh 5'x50 250 sqft	2 Rolls	@ 5000/- ea	10,000=00
			SUB TOTAL	10000 = 00
				—
			SGST @ 9 %.	900 = 00
			CGST @ 9 %.	900 = 00
			IGST @	—
			G. TOTAL	11,800 = 00

8500437837

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 92677
Date: 26/3
Sign:

IN WARD
Inward No: 10642 Dt: 25/3/22
MRN No: 105421 Dt: 28/3/22
Received By: Sign:
SSLLP-SOV

BANK : **PUNJAB NATIONAL BANK** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 iFSC Code : PUNB0062520

Rupees Eleven thousand eight hundred only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

86648
16.03.22 2:13:33

 28-03-2022 11:08:39

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

Supplier Details				
Naveen Metal Udyog		**Doc No**	86648	169605
4-5-155, Pan Bazar, Sec-bad-03.		**Doc Date**	22-03-2022	
		Quote No	Nil	
GSTIN 36AGOPD8982C1Z4	27712497.	**Quote Date**	22-03-2022	
66382026.	9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2287 - Carpentry - hardware - MS Mesh - Others - sft *Welded mesh - 3" x 1" x 10mm*	500.00	20.00	0.00	18.00	11,800.00
					Total Order Value . . .	**11,800.00**

Rupees : Eleven Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	SSLLP-SOV Cherlapally, Behind Kingston PG Collage, Hyderabad Phone. 9618244433 - Mr. Hemendra
Penality For Delay	Nil
Transportation Cost	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 making of MS Tree guards for Vista Homes.
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

Name : ____________

Accepted the above Terms And Conditions

For *Naveen Metal Udyog*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22/03/22
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00
Supplier		Req. No.	169605
Material required before date:		ID No.	74876

No	Description	Size	Quantity	Units	Inward No	Date
1	MS WELDED MESH - 10MM	3'' X 1''	500	SFT		
2						
3						
4	86648					
5						
6						
7						
8						

Remarks: ABOVE ORDER FOR MAKING OF TREE GUARDS FOR VISTA HOMES.

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	22/03/2022		

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

APPROVED
22 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE