

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 29/3/22		Prepared by: Manu		Serial no. 2627	
Supplier name: Veerawsetty Srinivas				HO inward no.	
Firm/Company: SSLLP		Project: SHLP		HO received date	
PO/WO date: 8/3/22		PO/WO No. 86195		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2663	25/3/22	21,193/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		21,193/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 105477	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:		21,193/-
Amount E – PO / WO value:		21,199.881/-
Amount F – Difference (A – E):		6.881/-
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		4/4/22
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu	Manu			
Sign:	Manu	Manu			
Date:	29/3/22	29/3/22			
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.



HARDWARE, PAINTS, PLYWOOD, ELECTRICAL, SANITARY, P.V.C. & C.P.V.C. FITTINGS

Shop No. 1-6-287, Kandozi Bazar, Near General Bazar, Secunderabad - 500 003.

credit.

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Purchase Order

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08-03-2022 12:39:00

Original



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

Supplier Details

Veesamsetty Srinivas
Shop no. 1-6-287, Kandozi Bazar, Near General Bazar, Secunderabad - 500003

GSTIN 36ABHPV6650M1ZX

040-66204402

9246154402

Doc No	86195	169527
Doc Date	08-03-2022	
Quote No	Nil	
Quote Date	08-03-2022	
SupplyType	Supply	

Kind Attn : Mr. V. Satish

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6527 - Paints - Enamel - 4ltrs - buckets Indigo floor paint - Yellow	5.00	1,796.60	0.00	18.00	10,599.94
2 6527 - Paints - Enamel - 4ltrs - buckets Indigo floor paint - Grey	5.00	1,796.60	0.00	18.00	10,599.94
Total Order Value . . .					21,199.88

Rupees : Twenty One Thousand One Hundred Ninty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation. Indigo brand.
Payment Terms	100% advance payment.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
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	Rs 21200/-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above Order for Stock 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


Name : _____

Accepted the above Terms And Conditions

For **Veesamsetty Srinivas**

Name : _____

Date : __/__/__