PURCHASE DIVISION

Advice for approval for credit to supplier

F

| | | | | | |
|---|---|---|---|---|---|
| Date: | 31/03/22 | Prepared by | Ramya | Serial no. | - 2701 |
| Supplier name | Sri Sai Decors | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 14/02/22 | PO/WO No. | 85471 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 061 | 29/3/22 | 96,344/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 96,344/- |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 105530 | 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: | 96,344/- |
| Amount E – PO / WO value: | 155,548/- |
| Amount F – Difference (A – E): | 59,204 |
| 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 | 11/04/22 |
| Remarks: | Part Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | APPROVED | | | |
| Sign: | R | 01 APR 2022 | | | |
| Date | 31/03/22 | MANISH PARIKH MANAGER PROCUREMENT | | | |
| 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.

Gurudavaya Namo

Om Sai Ram

GSTIN : 36ACAFS3574M1ZP

**INVOICE CUM BILL**

# 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 nd floor
MG Road Secunderabad
500003

Invoice No. 061 Date : 29/3/22

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<br>PO number 85471 | 4418 | | | | | |
| | 82 x 32 | | 5 | 91.11 | | | |
| | 82 x 26 | | 20 | 296.11 | | | |
| | 80 x 26 | | 20 | 288.88 | | | |
| | | | | | | 79104 | 00 |
| | | | 45 | 676.11 | 117 | | |

SUMMIT SALES LLP R.R. DIST. INWARD No: 92825 Date: 31/3 Sign:

INWARD
Inward No: 17947 Dt: 29/3/22
MRN No: 105530 Dt: 30/3/22
Received By: Sign:
SUMMIT SALES LLP

| | | |
|---|---|---|
| Total Amount Before Tax | 79104 | 00 |
| CGST @ 9% | 7120 | 00 |
| SGST @ 9% | 7120 | 00 |
| IGST @ 18% | — | — |
| Transport Charges | 3000 | 00 |
| Total Amount After Tax | 96344 | 00 |

Invoice Value in words : 96344/-

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.

For SRI SAI DECORS

# Purchase Order

 14-02-2022 12:36:11

85471
31.01.22 4:53:35

opy

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
Ghatkesar, Hyderabad, Telangana-501301

**GSTIN** 36ACAFS3574M1ZP
9885008785 9885008785

| | | |
|---|---|---|
| **Doc No** | 85471 | 169467 |
| **Doc Date** | 14-02-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 14-02-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Ram Mohan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos | 30.00 | 2,132.00 | 0.00 | 18.00 | 75,472.80 |
| 2 | 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos | 20.00 | 1,703.00 | 0.00 | 18.00 | 40,190.80 |
| 3 | 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80" | 20.00 | 1,690.00 | 0.00 | 18.00 | 39,884.00 |
| | **Total Order Value . . .** | | | | | **155,547.60** |

Rupees : One Lakh(s) Fifty Five Thousand Five Hundred Fourty Seven and Paise Sixty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Mango wood frame, partical board filling, masonite skin both side, two panel door, Rate per sft is Rs. 117+18% GST. |
| **Payment Terms** | 50% Advance balance after delivery |
| **Tax** | Included in the above prices |
| **Delivery Date** | With in 7 days |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Extra as per actuals |
| **Warranty** | One year replacement warranty for doors if found defective or the skin peel off |
| **Advance Paid** | Rs.77,700-00, by cheque..........dated......... |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, Damages in suppliers account, above order is for stock eplanish, 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 MDs APPROVAL
☑ High Value/quantity beyond limits.
☐ Po/Req processed-cost approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
16 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

| S.no. | Bill no. | Bill Dt. | Amount |
|---|---|---|---|
| 1. | | | |
| 3, | 061 | 29/3/22 | 96344/- |
| 4. | | | |
| 5. | | | |

For *Summit Sales LLP*
Authorised Signatory

Name : 14/02/2022

Contact - -

Accepted the above Terms And Conditions

For *Sri Sai Decors*

Name : ______________

Date : __/__/____

MD

## Requisition Form

| | | | |
|---|---|---|---|
| | SSLLP | Date: | 10.02.2022 |
| Phase : | SSHLP | Time: | 10:00 |
| Supplier | | Req.No. | 169467 |
| Material required before date: 10.01.2022 | | ID No. | 73751 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Non-WPC-Paneldoor-Internal bedroom | 32"x82" | 30 | Nos | | |
| 2 | Non-WPC-Paneldoor | 26"x82" | 20 | Nos | | |
| 3 | Non-WPC-Paneldoor-Internal bathroom | 26"x80" | 20 | Nos | | |
| 4 | Mortise lock | | 40 | Nos | | |
| 5 | Cylindrical lock | | 120 | Nos | | |
| 6 | SS-Hinges | | 280 | Nos | | |
| 7 | Magnetic door stopper | | 150 | Nos | | |

Remarks: For Stock Repleneshing purpose

| | | | |
|---|---|---|---|
| Prepared By | N.Vanajakshi | Approved by | |
| Sign.& Date | 10.02..2022 | Sign. & Date | |

APPROVED BY
12 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

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