PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	31/03/22	Prepared by	Ramya	Serial no.	- 2700
Supplier name	Sri Sai Decors.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	28/01/22	PO/WO No.	84927	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	60	29/3/22	45099/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	45,099/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105531 — 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:	45,099/-
Amount E – PO / WO value:	101,527/-
Amount F – Difference (A – E):	56,428/-
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:	[signature]	01 APR 2022			
Date	31/03/22	MINISH 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

INVOICE CUM BILL

Om Sai Ram

GSTIN : 36ACAFS3574M1ZP

Sri Sai Decors

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

To, Summit sales LLP nd
5-4-187/3 and 4 II floor
M G Road Secunderabad 500003

Invoice No. 060 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. SH	Rate	AMOUNT Rs.	Ps.
	30 mm Skin Door PO number = 84927	4418					
	82 x 32 ✓		10 ✓	182.22			
	80 x 26 ✓		10 ✓	144.44			
			20	326.66	117	38219	00

SUMMIT SALES LLP R.R. DIST.
INWARD No: 92824
Date: 31/3
Sign:

INWARD
Inward No: 17948 Dt: 29/3/22
GRN No: 105531 Dt: 30/3/22
Received By:
Sign:
SUMMIT SALES LLP

Invoice Value in words : 45099 / —

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

Total Amount Before Tax	38219	00
CGST @ 9%	3440	00
SGST @ 9%	3440	00
IGST @ 18%	—	—
Transport Charges	—	—
Total Amount After Tax	45099	00

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

Page(s) 1 Of 1 28-01-2022 11:31:03

84927

08.01.22 12:01:49

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	**Doc No**	84927	169386
Ghatkesar, Hyderabad, Telangana-501301	**Doc Date**	28-01-2022	
	Quote No	Nil	
GSTIN 36ACAFS3574M1ZP	**Quote Date**	28-01-2022	
9885008785 9885008785	**SupplyType**	Supply	

Kind Attn : Ram Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos 10 10	20.00	2,132.00	0.00	18.00	50,315.20
2	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	10.00	1,690.00	0.00	18.00	19,942.00
3	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	10.00	2,650.00	0.00	18.00	31,270.00
					Total Order Value	101,527.20

Rupees : One Lakh(s) One Thousand Five Hundred Twenty Seven and Paise Twenty Only.

PART DETAIL

S.no.	Bill no.	Date	Amount
1.	058	14/3/22	25158/-
2.	060	29/3/22	45,099/-

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

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	50% Advance balance after delivery
Tax	Included in the above prices
Delivery Date	With in 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad 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	Rs.50,000-00, 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.'

APPROVED BY
29 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Sai Decors*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169386
Material required before date:	10.01.2022	ID No.	73141

No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC panel door-internal bedroom	32"x82"	✓ 20	Nos		
2	Non WPC panel doors-internal bathroom	26"x80"	✓ 10	Nos		
3	Non WPC panel doors-internal main door	38"x80"	10	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.01..2022	Sign. & Date	19 JAN 2022 SOHAM MU JI MANAGING DIRECTOR

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