PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/04/2022	Prepared by	Harish.	Serial no.	2931
Supplier name	Abhinav Photo Frame Works.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	23/03/2022	PO/WO No.	86711	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	241	25/03/2022	12,120/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			12,120/-	

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

MRN nos.:	105822	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:	12,120/-
Amount E – PO / WO value:	12,120/-
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	100% Advance Paid.
Remarks:	

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

APPROVED
07 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.

PO - 86 711

Prop. : S. Mallesh **CASH BILL** Cell : 9441792233

ABHINAV PHOTO FRAME WORKS

PHOTOFRAMES ❋ LAMINATION ❋ GALLERY

1-3-176/1, Padmashali Colony, Opp. Line Shiva Sai Wines, Kavadiguda, Hyderabad - 500080. (T.S.)

No. 241 Date 25/3/22

M/s. Summit Sales LLP

GST - 36ACQFS2044C1Z7

S. No.	Particulars	Qty.	Rate	Amount Rs.	Ps.
	15" x 20" - Frames with Mirrors	24	505=00	12,120	00
			G. TOTAL	12,120	00
			ADV.	—	
			BAL.	12,120	00

Rupees in words :

SUMMIT SALES LLP R.R. DIST. INWARD No: 93071 Date: 7/4 Sign:

CHECKED SECURITY/SUP. By: Dt: 06/4/22

INWARD
Inward No: 17993 Dt: 7/4/22
MRN No: 105822 Dt: 7/4/22
Received By: Sign:
SUMMIT SALES LLP

* Collect Within 7 days

* No Responsibility for the loss or damage of your photo thereafter.

GSTIN : 36BSIPS1701B2Z3
Registered under Composite Schemes

For ABHINAV PHOTO FRAME WORKS

Purchase Order

 23-03-2022 15:09:53 O

86711
16.03.22 2:13:34

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

Supplier Details			
Abhinav Photo Frame Works	Doc No	86711	169612
H.no. 1-3-176/C/1, P.S. Colony, Shiva Sai Wines lane, Kawadiguda, Hyderabad - 80.	Doc Date	23-03-2022	
	Quote No	Nil	
GSTIN 36BSIPS1701B2Z3	Quote Date	09-02-2022	
9441792233/8309441145	SupplyType	Supply	

Kind Attn : Mr. Mallesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2279 - Carpentry -glass - Frame with mirror - Other - Nos *15" x 20"*	24.00	505.00	0.00	0.00	12,120.00
					Total Order Value . . .	**12,120.00**

Rupees : Twelve Thousand One Hundred Twenty Only.

Terms and Conditions :-

Specification / Brand	Above item shalll be of 'Saintgobain / Modi guard' brand 5mm thickness. Frame of fibre material.
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Within 2days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 12,120/- vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose.
Completion Date	NA
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 : 23/03/2022

Accepted the above Terms And Conditions

For *Abhinav Photo Frame Works*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22-03-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	17:00
Supplier		Req. No.	169612
Material required before date:		ID No.	74938

No	Description	Size	Quantity	Units	Inward No	Date
1	FRAME WITH MIRROR	15'' X 20''	24	NOS		
2						
3						
4	86711					
5						
6						
7						
8						

Remarks: ABOVE ORDER FOR STOCK REPLENISHING PURPOSE.

APPROVED

23 MAR 2022

MINISH PARIKH

MANAGER PROCUREMENT

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.