PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	8/4/22	Prepared by	Monica	Serial no.	. 2939
Supplier name	Kaveri Timber Depot			HO inward no.	
Firm/Company	SSHP	Project	SHLHP	HO received date	
PO/WO date	31/03/22	PO/WO No.	86929	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	402	5/4/22	11,918/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,918/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105866	Proof of delivery matches MRN ☑ Yes □ No
Amount B –Other Credits : Transportation charges	590/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	11,918/-
Amount E – PO / WO value:	11,328/-
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	11/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monica	Prabhakar			
Sign:	Monica	[signature]			
Date	8/4/22	09 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
SC MANAGER PURCHASE

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. 36AAFFK7078K1ZT

Subject to Hyderabad Jurisdiction

~~CASH~~ / CREDIT MEMO

☏ : 040-27157218

Kaveri Timber Depot

Dealers in : Burma Teak, Indian Teak, African Teak, Salwood, Non-Teak, Moulding & Plywood.

Plot No. 2, ECIL Road, IDA, Nacharam, Hyderabad - 76.

No. 402

Date : 05-04-2022

M/s. SUMMIT SALES LLP

GST :- 36ACQFS2044C1Z7 [P.O:- 86929 | 169637] 31.03.2022

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	INDP WOOD CUTSIZES					
	1.84 - 150×25 = 20NOS	0.1410	@68,085/10.		9,600=	00
	6'-6×1 = 20NOS					
			120FT@80/-			
	SUMMIT SALES LLP IN WARD No: 93093 Date: 8/4 Sign: R.R. DIST.					
	IN WARD Inward No: 10651 Dt: 6/4/22 GRN No: 105866 Dt: 8/4/22 Received By: Sign: SSLLP-SOV					
			TRANSPORT		500=	00
			TOTAL		10,100=	00
	E. & O.E.		CGST	9 %	909=	00
	Party GSTIN No.		SGST	9 %	909=	00
	Way Bill No. :	HDFC Bank A/c. No. 50200005516244 IFSC Code : HDFC0000081 Branch : Himayathnagar	IGST	%		
	Vehicle No. : TS 08UG 4206		TOTAL AMOUNT GST		11,918=	00

* Goods once sold will not be taken back.

* No claim will be admitted by us once goods delivered from our premises.

* Interest rate @ 24% will be charged of this bill, if not paid within a week time.

For **Kaveri Timber Depot**

Purchase Order

 31-03-2022 12:54:14

86929
16.03.22 2:13:38

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

Supplier Details			
Kaveri Timber Depot	**Doc No**	86929	169637
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	31-03-2022	
	Quote No	Nil	
GSTIN 36AAFFK7078K1ZT	**Quote Date**	09-10-2020	
9441723939	**SupplyType**	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2237 - Carpentry - wood - Sal wood Beading - other - rft *6'0 x 6" x 1" - 20 lengths*	120.00	80.00	0.00	18.00	11,328.00
					Total Order Value . . .	**11,328.00**

Rupees : Eleven Thousand Three Hundred Twenty Eight Only.

Terms and Conditions :-

Specification / Brand Salwood from Malyasia.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 2days.

Delivery Location SSLLP-SOV
Cherlapally, Behind Kingston PG Collage, Hyderabad
Phone. 9618244433 - Mr. Hemendra

Penality For Delay Nil.

Transportation Cost Extra

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qlty & specs. Above order for Park bench 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

01/04/2022

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Kaveri Timber Depot***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30.03.2022
Site & Phase :	SSLLP-SOV	Time:	10:57
Supplier		Req.No.	169637
Material required before date:		ID No.	75159

No	Description	Size	Quantity	Units	Inward No	Date
1	SAL WOOD PLANK	6'0 X 0.6"	20	NOS		

Remarks: FOR PARK BENCH PURPOSE.

Prepared By	VANAJAKSHI	Approved by	
Sign.& Date	30.03..2022	Sign. & Date	

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

86929

APPROVED
01 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT