E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/04/22	Prepared by	Vanajakshi	Serial no.	3300
Supplier name	Sathyavalafu Hardware			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	12/04/22	PO/WO No.	87361	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	091	19/04/22	3116/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3116/-

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

MRN nos.:	106318	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:	3116/-
Amount E – PO / WO value:	3,115-20
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	25/04/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	21/04/22				
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.

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. : 091 /19 - 20
Invoice Date : 19/4/2022
State : Telangana State Code36

Transportation Mode:
Vehicle Number:
P.O. Number 87361

LR No:
No. of Cases:
Place of Supply:

DETAILS OF CONSIGNEE: BILLED TO

NAME: Summit Sales LLP
Address: 5-4-187/364, IInd floor, MG Road, Sec-bad.
GSTIN: 36BCBPS4784B1ZJ
State: Telangana State Code: 36

DETAILS OF RECEIVER: SHIPPED TO

NAME:
Address:
GSTIN:
State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	7318	35x8 wood Screw	30	Pkt	45		18%	1350=00
2	7318	30x8 wood Screw	30	Pkt	43		18%	1290=00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

INWARD
Inward No: 18038 Dt: 20/4/22
MRN No: 06318 Dt: 21/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD No. 93574
Date: 21/4
Sign:
R.R. DIST.

9246364748

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST		
						Transport / If any	
						Total Amount before Tax	2640=00
						Add. CGST 9%	238=00
						Add: SGST 9%	238=00
						Add: IGST	

Amount in words: Three Thousand One hundred & Sixteen Only

GRAND TOTAL 3116=00

3116

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: **00422000029168**
RTGS/IFSC Code : **HDFC0000042**

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

Purchase Order

 13-04-2022 3:23:39 PM

87361
04.04.22 1:33:43

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

Supplier Details			
Sathyavarapu Hardwares,	**Doc No**	87361	169667
#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.	**Doc Date**	12-04-2022	
	Quote No	NIL	
GSTIN 36BCBPS4784B1ZJ	**Quote Date**	06-04-2022	
65910337. 9885316000.	**SupplyType**	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2177 - Carpentry - hardware - Wood Screws - 35x8mm - pkts	30.00	45.00	0.00	18.00	1,593.00
2	2176 - Carpentry - hardware - Wood Screws - 30x8mm - pkts	30.00	43.00	0.00	18.00	1,522.20
					Total Order Value . . .	**3,115.20**

Rupees : Three Thousand One Hundred Fifteen and Paise Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 14/04/2022

Accepted the above Terms And Conditions

For ***Sathyavarapu Hardwares,***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169667
Material required before date:		ID No.	75423

No	Description	Size	Quantity	Units	Inward No	Date
1	Wood Screws	35x8mm	30	Nos	81361	
2	Wood Screws	30x8mm	30	Nos		
3	Holdfast	4"	100	Kgs	81354	

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	06.04..2022	Sign. & Date	APPROVED BY 08 APR 2022 SOHAM MODI MANAGING DIRECTOR

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