PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 05/05/2022 | Prepared by | MINISH. | Serial no. | 3761 |
| Supplier name | Sathyavarapu Hardware. | | | HO inward no. | |
| Firm/Company | SSLLP. | Project | SHLLP. | HO received date | |
| PO/WO date | 30/04/2022 | PO/WO No. | 87851 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 174 | 04/05/2022 | 6,903/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3 | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |
| Amount A Bills total (Excluding Transport & Hamali Charges): | | | 6,903/- | |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | | | | |
| MRN nos.: | 106790 | | 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: | 6,903/- |
| Amount E – PO / WO value: | 6,903/- |
| 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 | 09/05/2022 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 05 MAY 2022 | | | |
| Date | | MINISH PARIKH | | | |
| Approval limit | Upto 20k | MANAGER PROCUREMENT 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

M4

| | |
|---|---|
| Invoice No. : 174 /19 - 20 | Transportation Mode: | LR No: |
| Invoice Date : 04/05/2022 | Vehicle Number: | No. of Cases: |
| State : Telangana State Code36 | P.O. Number : | Place of Supply: |

**DETAILS OF CONSIGNEE: BILLED TO**

NAME: SUMMIT SALES LLP.
Address: 2nd floor, M[illegible]
GSTIN: 36[illegible]
State: Telangana State Code: 36

**DETAILS OF RECEIVER: SHIPPED TO**

NAME:
Address: [illegible] - 87981 | 169947
GSTIN:
State: State Code:

| S. No. | HSN/SAC Code | Description of Goods | Qty. | UoM | Rate | Disc % | GST % | Taxable Amount (Rs.) |
|---|---|---|---|---|---|---|---|---|
| 1 | 7318 | 3x08 SS Screws full thread. | 30 | Pkts | 195/- | | 18% | 5850.00 |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94068 Date: 5/5/22 Sign:

INWARD
Inward No: 18105 Dt: 4/5/22
MRN No: 106790 Dt: 5/5/22
Received By: Sign:
SUMMIT SALES LLP

@ 6903/-

| HSN Code | Taxable Amount | GST% | CGST | SGST | IGST | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Transport / If any | |
| | | | | | | Total Amount before Tax | 5850.00 |
| | | | | | | Add. CGST 9% | 526.50 |
| | | | | | | Add: SGST 9% | 526.50 |
| | | | | | | Add: IGST | |
| Amount in words: Six thousand nine hundred three only. | | | | | | GRAND TOTAL | 6903.00 |

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

 30-04-2022 1:46:53 PM

87851
20.04.22 3:07:39

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,<br>#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad. | **Doc No** | 87851 | 169747 |
| | **Doc Date** | 30-04-2022 | |
| | **Quote No** | Nill | |
| **GSTIN** 36BCBPS4784B1ZJ | **Quote Date** | 28-04-2022 | |
| 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 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts<br>*32x8mm* | 30.00 | 195.00 | 0.00 | 18.00 | 6,903.00 |
| | | | | **Total Order Value . . .** | | **6,903.00** |

Rupees : Six Thousand Nine Hundred Three 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 repleneshing 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 ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Sathyavarapu Hardwares,***

Name : ____________

Date : __/__/____

Requisition Form

| Company Name: | SUMMIT SALES LLP | Date: | 28.04.2022 |
|---|---|---|---|
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | 169747 |
| Material required before date: | | ID No. | 76047 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Fisher Plug-Bosh 87838 | 5mm | 50 | Pkts | | |
| 2. | Fisher Plug-Bosh | 6mm | 50 | Pkts | | |
| 3. | Bombay Nails | 2" | 25 | Kgs | | |
| 4. | Bombay Nails 87840 | 21/2" | 25 | Kgs | | |
| 5. | Plastic Gampa | 17" | 60 | Nos | | |
| 6. | SS Screws 87851 | 32x8mm | 30 | Pkts | | |

Remarks: For stock replenishig purpose.

| Prepared By | Vanajakshi | Approved by | APPROVED BY |
|---|---|---|---|
| Sign.& Date | 28.04.2022 | Sign. & Date | 29 APR 2022 SOHAM MODI MANAGING DIRECTOR |

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