

PURCHASE DIVISION
Advice for approval for credit to supplier

Supplier name		Prepared by	Serial no.
20/5/22		Kavitha	4299
Firm/Company		Project	HO inward no.
SSLP		SHLP	
PO/WO date		PO/WO No.	HO received date
21/4/22		81592	
Bill no.		Bill date	Bill amount
1. VE/22-23/089		16/5/22	17,700/-
2.			
3.			
4.			

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

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

MRN nos.: 107386

Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

Amount E – PO / WO value:

Amount F – Difference (A – E):

Quantity received as per PO / WO

Close PO / WO

Payment – due date

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	20/5/22				
Date					
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 weightment 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.

2001

(ORIGINAL FOR RECIPIENT)



Dated

16-May-2022

Mode/Terms of Payment

Other Reference(s)

5-4-187 / 3 AND 4, 3rd Floor Soham
Mansion M.G Road Secunderbad-500003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Dated

21-Apr-2022

Delivery Note Date	
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Destination

Terms of Delivery

5-4-187 / 3 AND 4, 3rd Floor Soham
Mansion M.G Road Secunderbad-500003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

SGST Tax
CGST Tax

SUMMIT SALES LLP

50.000 kgs

₹ 17,700.00

E. & O.E

Indian Rupees Seventeen Thousand Seven Hundred Only

Total

Tax Amount (in words) : **Indian Rupees Two Thousand Seven Hundred Only**

Company's PAN : AGJPM2697Q

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

Bank Name : ICICI Bank
A/c No. : 004005018031

Branch & IFS Code : **MADHAPUR BRANCH & ICIC0000940**

for Vasanth Enterprises

Authorized Signatory

1. NAME
 2. DATE
 3. TIME
 4. PLACE
 5. REMARKS

1. NAME
 2. DATE
 3. TIME
 4. PLACE
 5. REMARKS



Purchase Order

Page(s) 1 Of 1

05-05-2022 11:29:45



87592

20.04.22 3:07:37

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier Details

M/S. Vasanth Enterprises

6-3-456/9, Dwarkapuri colony, Panjagutta, Hyderabad - 500 084.

GSTIN 36AGJPM2697Q1ZF

040-67116892

9391678892.

Doc No 87592 169701**Doc Date** 21-04-2022**Quote No** NIL**Quote Date** 14-03-2021**SupplyType** Supply**Kind Attn : Mr. Prakash.**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1012 - Building material - Polyester Fibres - 6mm - pkts 5 bags	400.00	37.50	0.00	18.00	17,700.00
Total Order Value . . .					17,700.00

Rupees : Seventeen Thousand Seven Hundred Only.

Terms and Conditions :-**Specification /** All items shall be of 'Reliance' brand. 125gms per each pkt.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Day.**Delivery Location** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty 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 maintenance 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 invoice 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 : _____

Accepted the above Terms And Conditions

For **M/S. Vasanth Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		19.04.2022		
Site & Phase :		SHLLP		Time:		10:57		
Supplier				Req.No.		169671 169701		
Material required before date:					ID No.			75790
No	Description	Size	Quantity	Units	Inward No	Date		
1.	Recron 87592		400	Nos				
Remarks: For Stock replenishing purpose.								
Prepared By		Vanajakshi		Approved by				
Sign.& Date		19.04.2022		Sign. & Date		APPROVED BY 20 APR 2022 SOHAM MODI MANAGING DIRECTOR		

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

PURCHASE DIVISION
Advice for approval for credit to supplier

⑥

Date: 20/5/22		Prepared by: kavitha		Serial no. 4299	
Supplier name: Vasanth Enterprises				HO inward no.	
Firm/Company: SSILP		Project: SHILP		HO received date	
PO/WO date: 21/4/22		PO/WO No. 81592		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	VE/22-23/089	16/5/22	17,700/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			17,700/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 101386	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:			17,700/-
Amount E – PO / WO value:			17,700/-
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		30/5/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	kavitha				
Sign:	20/5/22				
Date					
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.
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