PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/06/22	Prepared by	Vanajakshi	Serial no.	U 4863
Supplier name	OK Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	13/05/22	PO/WO No.	88231	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	196.	31/05/22	5,862/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,862/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108054 — 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:	5862/-
Amount E – PO / WO value:	19,550.24
Amount F – Difference (A – E):	13,688/-
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	13/06/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	4/06/22				
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.

Original/Duplicate/Triplicate

GST INVOICE

U K ENTERPRISES

7-2-239,Ashok Nagar, R.P. Road, Secuderabad. Ph.No 040-66568190 , 9246229392
ukehyd@gmail.com

Email :

GSTIN Number:	: 36AHSPR9543A1ZX	Transport Mode	:	
Tax Is Payable On Reverse Charge	: No	Vechile No	:	
Invoice Serial Number	: 196	PO No & PO Date	:	88231
Invoice Date	: 31-05-2022	Place of Supply	:	

Details of Receiver (Billed to)

Name : **SUMMIT SALES LLP**
Address : 5-4-187/3&4,2ND FLOOR, MG ROAD,

State : TELANGANA
State Code : 36
GSTIN No 36ACQFS2044C1Z7

Details of Consignee (Shipped to)

Name : **SUMMIT SALES LLP**
Address : 5-4-187/3&4,2ND FLOOR, MG ROAD,

State : TELANGANA
State Code : 36
Ph:
GSTIN No 36ACQFS2044C1Z7

S. No	Particulars	HSN CODE	Qty	Rate	Gross	Disc	CGST %	SGST %	IGST %	TOTAL
1	8 M Metal Box	8538	90	55.20	4968.00		9	9		5862.24
			90		4968.00					5862.24

INWARD
Inward No: 18222 Dt: 31/5/22
MRN No: 108054 Dt: 3/6/22
Received By: Sign:
SUMMIT SALES LLP

Invoice Value (In Words) :

FIVE THOUSAND EIGHT HUNDRED AND SIXTY TWO ONLY

Taxable Value :	4,968.00
Discount	
CGST:	447.12
SGST:	447.12
IGST:	
TCS :	
Round Off	0.24
Net Amount	**5,862.00**

RTGS DETAILS :-

Bank : ICICI Bank, Habsiguda
A/C. No: 006905012171
IFSC Code :ICIC0000069

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 95170
Date: 3/6/22
Sign:

Terms & Conditions :-

Goods once sold will not be taken back or exchaged
Our responsibility cease once the goods are delilvered
Intrest @ 24% will be charged from due date
Subject to Secunderabad Jurisdiction.

For UK ENTERPRISES

Authorised Signatory

Purchase Order

 13-05-2022 12:30:39

88231
27.04.22 12:24:13

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

Supplier Details

U K Enterprises
7-2-239, Ashok Nagar, R.P.Road, Secunderabad

GSTIN 36AHSPR9543A1ZX
040-66568190 9246229392

Doc No	88231	169760
Doc Date	13-05-2022	
Quote No	Nil	
Quote Date	30-04-2022	
SupplyType	Supply	

Kind Attn : Srinivas yadav

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4617 - Electrical - other - Metal box - 8way - nos	90.00	55.20	0.00	18.00	5,862.24
2	4616 - Electrical - other - Metal box - 6way - nos	250.00	37.60	0.00	18.00	11,092.00
3	4613 - Electrical - other - Metal box - 2way - nos	100.00	22.00	0.00	18.00	2,596.00
			Total Order Value . . .			**19,550.24**

Rupees : Ninteen Thousand Five Hundred Fifty and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	High dencity plascic conceled box brand will be infinity
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With in 4 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 19,550-00 by cheque/RTGS.........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for stock replanish 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.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	160	13/5/22	13,688/-
2.	196	31/05/22	5,682/-
3.			
4.			
5.			

Bal:- 5,862/-

For *Summit Sales LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For *U K Enterprises*

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	02.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169760
Material required before date:		ID No.	76115

No	Description	Size	Quantity	Units	Inward No	Date
1.	Metal box	8	90	Nos		
2.	Metal box	6	250	Nos		
3.	Metal box	2	100	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	02.05.2022	Sign. & Date	06 MAY 2022 SOHAM MODI MANAGING DIRECTOR

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