PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/06/2022	Prepared by	MINISH.	Serial no.	4955
Supplier name	Kaveri Timber Depot.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	03/05/2022	PO/WO No.	88901	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	424	04/06/2022	49,560/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		~~49,560/-~~	48,144/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	108201	Proof of delivery matches MRN	☐ Yes ☐ No
Amount B –Other Credits : Transportation charges	1,200+18%.		1416/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			49,560/-
Amount E – PO / WO value:			50,976/-
Amount F – Difference (A – E):			1,416/-
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	13/06/2022		
Remarks:	Short Quantity recieved Item No:-2 PO. Closed.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		08 JUN 2022			
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.

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. 424

Date : 04.06.2022.

M/s. SUMMIT SALES LLP

GST :- 36ACQFS2044C1Z7 [P.O :- 88736 | 169832] 30.5.22

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	IND WOOD CUTSIZES.					
	7' - 1½ x 3/4 =	300 Nos - 2100 FT @ 16/-			38,600	=00
	3' - 1½ x 3/4 =	150 Nos - 450 SF @ 16/-			7,200	=00
			TRANSPORTING (+)		1,200	=00
	E. & O.E.		TOTAL		42,000	=00
			CGST	9 %	3,780	=00
			SGST	9 %	3,780	=00
			IGST	%		
			TOTAL AMOUNT GST		49,560	=00

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93305
Date: 8/6/22
Sign:

INWARD
Inward No: 18252 Dt: 4/6/22
MRN No: 108201 Dt: 7/6/22
Received By:
Sign:
SUMMIT SALES LLP

Party GSTIN No.

Way Bill No. :

Vehicle No. : TS 08 UE 4962

HDFC Bank
A/c. No. 50200005516244
IFSC Code : HDFC0000081
Branch : Himayathnagar

* 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

04-06-2022 12:44:20 PM

88901

20.05.22 3:37:23

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**	88901	169847
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	03-05-2022	
	Quote No	Nil	
GSTIN 36AAFFK7078K1ZT	**Quote Date**	01-05-2022	
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 *7'0 x 1.5" x 3/4" - 300 nos*	2,100.00	16.00	0.00	18.00	39,648.00
2	2237 - Carpentry - wood - Sal wood Beading - other - rft *3'0 x 1.5" x 3/4" - 200 nos*	600.00	16.00	0.00	18.00	11,328.00
					Total Order Value . . .	**50,976.00**

Rupees : Fifty Thousand Nine Hundred Seventy Six Only.

Terms and Conditions :-

Specification /	Salwood from Malyasia with design.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil.
Transportation	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for stock replenishing 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

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	01.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169847
Material required before date:		ID No.	76957

No	Description	Size	Quantity	Units	Inward No	Date
1.	Internal Beading	7'x1.5"x3/4"	300	Nos		
2.	Internal Beading	3'x1.5"x3/4"	200	Nos		

Remarks: For stock replenishig purpose.

88901 Prepared By	Ramya	Approved by	
Sign.& Date	01.05.2022	Sign. & Date	

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

APPROVED BY
- 1 JUN 2022
SOHAM MODI
MANAGING DIRECTOR