PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/06/2022	Prepared by	MINISH	Serial no.	5158
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.	428	10/06/2022	52,392/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			50,976/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report				
MRN nos.:	108365		Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	1,200 +18%.	1,416/-
Amount C –Other Debits :		-
Amount D (D=A+B-C) – Amount to be credited to the supplier:		52,392/-
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	20/06/2022	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
14 JUN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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. 428

Date : 10.06.2022

M/s. SUMMIT SALES LLP

GST :- 36ACQFS2044C1Z7 [P.O :- 88901 | 169847] 03.06.22

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	IMP WOOD CUTSIZES.					
	7' - 1½ × ¾ =	300 Nos -	2100	@ 16/-	33,600	00
	3' - 1½ × ¾ =	200 Nos -	600	@ 16/-	9,600	00
			TRANSPORTING		1200	00
			TOTAL		44,400	00
	E. & O.E.		CGST	9 %	3,996	00
			SGST	9 %	3,996	00
			IGST	%		
			TOTAL AMOUNT GST		52,392	00

SUMMIT SALES LLP INWARD No: 95468 Date: 13/6/22 Sign: R.R. DIST.

INWARD
Inward No: 18275 Dt: 10/6/22
MRN No: 108365 Dt: 10/6/22
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

GST NO. 36AAFPK7078F1Z1 · Subject to Hyderabad Jurisdiction · CASH / CREDIT MEMO · Ph: 040-27157218

Kaveri Timber Depot

Dealers in : Burma Teak, Ghana Teak, African Teak, ... Plywood

Plot No. 2, ECIL Road, ... Hyderabad

10.06.2022

SUMMIT SALES LLP

GST :- 36AAOFS2014C1Z7 [PO-2880|21-22|06] 03.06.22

TEAK WOOD CUT SIZES

Particulars	Amount
7' - 1½ x 3¼ - 300 Nos - 2100 @ 16/-	33,600=00
3' - 1½ x 3¼ = 200 Nos - 600 @ 16/-	9,600=00
Transporting	1,200=00
	44,400=00
9	3,996=00
9	3,996=00
	52,392=00

Vehicle No. TS 08 UE 4062

SUMMIT SALES LLP R.R. DIST. INWARD No. Date: Sign:

INWARD
Inward No: Dt:
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Kaveri Timber Depot

 04-06-2022 12:44:20 PM

Purchase Order

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