PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/06/2022	Prepared by	MINISH.	Serial no.	5157
Supplier name	Kaveri Timber Depot.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	30/05/2022	PO/WO No.	88736.	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):	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%.	1,416/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	49,560/-
Amount E – PO / WO value:	48,144/-
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. 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.
	IDP WOOD CUTSIZES.					
	7' - 1½ x 3/4 =	300 Nos	- 2100	FT @ 16/-	33,600	=00
	3' - 1½ x 3/4 =	150 Nos	- 450	SF @ 16/-	7,200	=00
			TRANSPORTING (+)		1,200	=00
			TOTAL		42,000	=00
	E. & O.E.		CGST	9 %	3,780	=00
Party GSTIN No.			SGST	9 %	3,780	=00
			IGST	%		
			TOTAL AMOUNT GST		49,560	=00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 95305 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

Way Bill No. :

Vehicle No. : TS08UE4962

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

88736
20.05.22 3:37:22

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 Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. GSTIN 36AAFFK7078K1ZT 9441723939		
	Doc No	88736 169832
	Doc Date	30-05-2022
	Quote No	Nil
	Quote Date	25-05-2022
	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" - 150 nos*	450.00	16.00	0.00	18.00	8,496.00
			Total Order Value . . .		**48,144.00**

Rupees : Fourty Eight Thousand One Hundred Fourty Four 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 : 01/06/2022

Accepted the above Terms And Conditions
For *Kaveri Timber Depot*

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	25.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169832
Material required before date:		ID No.	76833

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"	150	Nos		

Remarks: For stock replenishig purpose.

88756

Prepared By	Vanajakshi	Approved by	APPROVED BY 28 MAY 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	25.05.2022	Sign. & Date	

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