PURCHASE DIVISION Advice for approval for credit to supplier



\Date:		20/06	22	Prepare	d by	MINI	34.	Serial no.		5332
Supplier nar	name HIMI Doors.								HO inward no.	
Firm/Compa	any	BSLL	P.	Project		3444	Ρ,	HO receiv	ed date	
PO/WO date	e	25/03	2022	PO/WO	No.	8674	0	Scan ID.		
SI no.		Bill	10.		Bill	date		Bill amount		Original attached
1.	3	12			15/06/0	2	61,	1601_		Yes D No
2.										□ Yes □ No
3.							1			□ Yes □ No
4.	70						/			□ Yes □ No
Amount A -	Bills tot	al (Excludi	ing Trans	port & H	amali Charg	ges):	61,	160/-		
Proof of deli	ivery by	way of: 🗆 I	OCs/bill	□ Steel r	eport 🗆 RM	C pour repo			ort 🗆 Ins	stallation report
MRN nos.:	1066	00,10	7682	<u>.</u>			Proof o	of delivery		Yes No
Amount B							matche	SWKN		
			isportatio	on charge:	S		u		-	
Amount C -	Other De	ebits :							_	
Amount D (I	D=A+B-	C) – Amou	nt to be o	credited to	o the supplie	er:		~	611	60/
Amount E –	PO / WO) value:							611	60
Amount F -	Differen	ce (A – E):							. 1	111.
Quantity reco	eived as	per PO /W	0	1	Yes 🗆	Excess recei	ved 🗆 Sh	ort received	□ Part r	eceived
Close PO / V	VO				Yes o	No – wait fo	r balance	material	Other	
Payment - di	ue date				AN	Paid :	00 (8	ol ha	lave	· to Pay
Remarks:					1000	149	1	of ma	(Orocca	1010
Approved	l by	Purchase C	Officer		chase	M D		Accoun	tant	Accounts
Name:	-		A	P P Mai	nager	No.				Manager
Sign:			2	n IIIN	2022					
Date			4							
Approval lim	it I	Jpto 20k		ABOVE 2		Above 100k		Upto 20k		Above 20k
Notes: 1. In ca	ase amou	int to be cro	edited to	sunnlier a	and the hills	total does no	at match		to muc-	DV 6 1-1-14

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.

Authorised Signature

NIKI DOORS

Office: Plot No.99, Line No.9, Prashasan Nagar, Road No.72, Jubilee Hills, Hyderabad - 500 033, T.S.

INVOICE CUM DELIVERY CHALLAN

As Per Section 31(I) of GST Act 2017 & Rule of invoice Rules Original **Customer Name:** Invoice No. 312 Date 15-06-22 SUMMIT SALES LLP 5-4-187/3&4 2 ND FLOOR M.G.ROAD SECUNDRABAD Time of Removal: GST No. 36ACQFS2044C1Z7 GST No. 36AAMPJ0229L1ZL Total **HSN** Units Rate **Decription of Goods** Qty Assessable No Code NO per Unit Value SKIN DOORS (82x26) 4418 10 10.00 1,850.00 18,500 (80x32) 15.00 15 2222 33,330 lomo 86740 RN No MRN No: 1066 00 . Sign Received By: SUMMIT SALES SUMMIT SALES LI E & O.E Total 25 25.00 51,830 Total GST Rs. 9,330 Discount % Rupees: **CGST** 9 % 4,665 **SGST** 9 % 4.665 Grand SIXTY ONE THONSAND ONE HUNDRED AND SIXTY RUPEES **IGST** Total ONIY **Grand Total** 61,160 Vehicle No: TS09UD2788 LR No: Date: 15-06-22 Transport: Bank Details: IDBI BANK, Branch: Habsiguda For Niki Doors C.A. A/c. 0446102000013378 , IFS Code : IBKL0000446 Certified that the Particulars given above are true and correct and that the amount indicated represent that Price actually charged and there is no flow of additional consideration directly or indirectly from the buyer.

Subject to Hyderabad Jurisdiction

Form for closure of purchase order

MRN nos. related to PO Part material received.	_	ired from site/er	1						1	
MRN nos. related to PU Part material received.	PO no.:	211.	PO date:	21	-1	-	110	/ 11	Advice S	Scan ID
Part material received. Full material received.	MRN no		+	2)	3/22	no.:	16	6 11		
Full material received. Material not received.			ceived							
Material not received. Close PO — Balance material will be re-ordered by new requisition. Cancel PO. Material not required. Cancel PO. Material will be re-ordered by new requisition. Keep PO open. Work under progress. Notes: I. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCc/proof of delivery + PO. 3. Provide copies of moviese if available. 4. This entire set to be sent by way of hard copy to Ashatya. Prepared by Sign Date Project manager Sign Date Data required from accounts. Checked with E&D for receipt of bills. Bills not received against this PO. Part bill received against this PO. All bills received against this PO. Advance paid against this PO. Accounts anti- Notes: I. Pos issued for false ceiling and such works many have been processed by E&D. Check before filling the above. Prepared by Sign Date Accounts manager (approval required for Sign Date PO move than 10k) Prepared by Sign Date Accounts manager (approval required for Sign Date PO move than 10k) Cet certified bill from supplier (not original). Prepared by Sign Date Accounts on the taken by purchase: Get proof of delivery from site. Barcoded PO missing – get certified copy from Accounts. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close PO Keep PO open. Material awaited Send barcoded PO to MDs desk. PO to be closed thereafter. Accounts to be reconciled with supplier. Suppliers ledger required from 1.4 2021. Accounts to be reconciled with supplier. Suppliers ledger required from 1.4 2020. RMC supplier — suppliers ledger required from 1.4 2020. RMC supplier — suppliers ledger required from 1.4 2020. Remarks:		5 (A. A. A								
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Cancel PO. Material will be re-ordered by new requisition. Keep PO open. Material will be re-ordered by new requisition. Keep PO open. More under progress. Remarks by engineer: Notes: 1. Provide details of material received by way of separate attachment. 2. Provide handcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available 4. This entire set to be sent by way of hard copy to Ababaya. Prepared by Sign Date Project manager Sign Date Data required from accounts: Checked with E&D for receipt of bills. Bills not received against this PO. Part bill received against this PO. All bills received against this PO. All bills received against this PO. Advance paid against this PO. Advance paid against this PO. Accounts to be reconciled with supplier (not original). Prepared by Sign Date Accounts manager (approval required for Sign Date PO more than 10k). Prepared by Sign Date Accounts manager (approval required for Sign Date PO more than 10k). Get proof of delivery from site. Barcoded PO missing — get certified copy from Accounts. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close PO. Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021. Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020. RMC supplier — suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from 4 one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs. E&D to check receipt of bill and enter comments below. Details of material supplied and balance material to be supplied is required.	`			l will be re-	ordered by	v new real	isition			
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Purchase Order

Page(s) 1 Of 1

26-03-2022 13:06:47

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16.03.22 2:13:35

From Company: Summit Sales LLP

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

G S T No.: 36ACQFS2044C1Z7

Supplier Details				
NIKI DOORS		Doc No	86740	160611
Plot no 99, Lane 9, Prasha	nth Nagar, Road no 72, Jubli Hills, Hyderabad,	Doc Date		169611
Telangana.	Telangana.			22
		Quote No	nil	
GSTIN 36AAMPJ0229L12	Quote Date	23-03-2022		
9866009933	9866009933	SupplyType	Supply	

Kind Attn: J. Sunil Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 V		1,850.00	0.00	18.00	21,830.00
2 2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	15.00	2,222.00	0.00	18.00	39,329.40
upees : Sixty One Thousand One Hundred Fifty Nine and Paise		Total Or	der Value	2	61,159.40

Terms and Conditions :-

Specification /

All drros will be 2 panel with mango wood frame, 32 mm thickness, filing will be hardwood, masonite skin original both

Other

site, Rate per sft is Rs 146/- including GST

Payment Terms

50% Advance balance after delivery

Tax

GST included in the above prices

Delivery Date

With in 5 days

Delivery Location

Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penality For Delay

Transportation

Extra as per actual.

Varranty

One year replacement warranty

Advance Paid

30,580/- by cheque.....

Other Terms

We reserve the right to reject items not conforming to quality and specifications, Daniel Conforming to quality and specifications and property and pro MANAGING DIRECTOR order is for Stock replenishing 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.'

For Summit Sales LLP

Authorised Signatory

Accepted the above Terms And Conditions

For NIKI DOORS

For MDs APPROVAL

Replenishing SSLLP stock

High Value/quantity beyond limits.

Approval for technical details/clarification.

APPROVED BY

SOHAM MODI

Po/Req. processed-post approval.

		-
Name :	1	

Date :	_/_/	/
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Requisition Form Company Name: SUMMIT SALES LLP Date: Site & Phase: 23.03.2022 SHLLP Time: 10:57 Supplier Req.No. 169611 Material required before date: ID No. 74960 No Description Inward Date Size Quantity Units No Non WPC-Panel door 26"x82" 10 Nos WPC-Panel Non internal, balcony 2 32"x80" 15 Nos Cylindrical lock 3 48 Nos SS Hinges 4 200 Nos Remarks: For Stock repleneshing purpose. Vanajakshi Prepared By Approved by APPROVED OV 23.03..2022 Sign.& Date Sign. & Date 2 4 MAR 2022

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

MANAGING DIRECTOR