

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 20/06/22		Prepared by: MINISH.		Serial no. 5332	
Supplier name: NIKI DOORS.				HO inward no.	
Firm/Company: SSCUP.		Project: SHULP.		HO received date	
PO/WO date: 25/03/2022		PO/WO No. 86740		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	312	15/06/22	61,160/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				61,160/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 106600, 107682.		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:				61,160/-	
Amount E – PO / WO value:				61,160/-	
Amount F – Difference (A – E):				NIL	
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		Adv Paid 30,580/- balance to Pay			
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

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.

5302

DC Received on 18/6/22

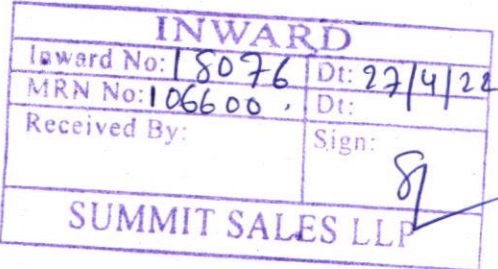
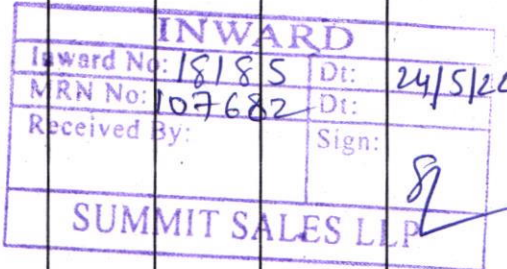
NIKI DOORS

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(l) of GST Act 2017 & Rule of invoice Rules

Original

Customer Name: SUMMIT SALES LLP 5-4-187/3&4 2 ND FLOOR M.G.ROAD SECUNDRABAD		Invoice No. 312		Date 15-06-22		
GST No. 36ACQFS2044C1Z7		Time of Removal: GST No. 36AAMPJ0229L1ZL				
No	Description of Goods	HSN Code	Qty	Units NO	Rate per Unit	Total Assessable Value
1	SKIN DOORS (82x26) ✓ (80x32) ✓ P.O.M.O 86740   	4418	10 ✓ 15 ✓	10.00 15.00	1,850.00 2222	18,500 33,330
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 Total 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 C.A. A/c. 0446102000013378 , IFS Code : IBKL0000446			For Niki Doors  [Signature]			
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.			Authorised Signature			
Subject to Hyderabad Jurisdiction						

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	86740	PO date:	25/3/22	Req. no.:	169611
MRN nos. related to PO					
☐	Part material received.				
☐	Full material received.				
☒	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. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy 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 Ashaiya.					
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.		Bill nos.		
☐	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid		
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Handwritten	Handwritten	10/5/22			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP for material supplied.				
☐	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. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day 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.				
Remarks:					
Prepared by		Sign		Date	
Handwritten		Handwritten		8/5/22	



Purchase Order

Page(s) 1 Of 1

26-03-2022 13:06:47



86740

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

Plot no 99, Lane 9, Prashanth Nagar, Road no 72, Jubli Hills, Hyderabad, Telangana.

GSTIN 36AAMPJ0229L1ZL

9866009933

9866009933

Doc No	86740	169611
Doc Date	25-03-2022	
Quote No	nil	
Quote Date	23-03-2022	
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 In - Nos	10.00	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
Total Order Value . . .					61,159.40

Rupees : Sixty One Thousand One Hundred Fifty Nine and Paise Forty Only.

Terms and Conditions :-

Specification / All doors will be 2 panel with mango wood frame, 32 mm thickness, filing will be hardwood, masonite skin original both 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 Within 5 days

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Extra as per actual.

Warranty 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, Damage is in suppliers account above order is for Stock replenishing purpose.

Completion Date Nil

Measurement 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 MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLP stock
- ☐ Other

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **NIKI DOORS**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	23.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169611
Material required before date:		ID No.	74960

No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC-Panel door	26"x82"	10	Nos		
2	Non WPC-Panel internal ,balcony door	32"x80"	15	Nos		
3	Cylindrical lock		48	Nos		
4	SS Hinges		200	Nos		

Remarks: For Stock replenishing purpose.

Prepared By	Vanajakshi	Approved by	
Sign. & Date	23.03..2022	Sign. & Date	

APPROVED BY
24 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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

22/3

