PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 08/07/22 | Prepared by | HIMESH | Serial no. | - 5955 |
| Supplier name | Elegant Product's Private Limited | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP. | HO received date | |
| PO/WO date | 06/06/22 | PO/WO No. | 88945 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 142 | 06/07/22 | 1,87,188/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 1,87,188/- | |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 109330. | 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: | 1,87,188/- |
| Amount E – PO / WO value: | 1,84,210/- |
| Amount F – Difference (A – E): | (+) 2,978/- |
| 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 | 92,105/- Advance Paid, 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 |

APPROVED
08 JUL 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.

**TAX INVOICE** ORIGINAL FOR RECIPIENT

# ELEGANT PRODUCTS PRIVATE LIMITED

Factory : Sy No. 139, Kuntlur Village, Hayath Nagar Mandal,
R.R.Dist Telangana, India Tel:+91-7702182200/7337360937, E-mail ID: sales@elegantdoors.in

**State : 36 : Telangana State** **GSTIN No. : 36AAACE8285G1ZG**

| | |
|---|---|
| Reverse Charge : | Transportation Name : MR. ASHOK |
| Invoice No. : **EPPL/142** | Vehicle No. : TS 07UG-7344 |
| | Time of Supply : 10 : 00 AM to 10 : 10 AM |
| Date : **06/07/2022** | Despatch Through : |

| **Details of Receiver (Billed to)** | **Details of Consignee (Shipped to)** |
|---|---|
| Name : M/S. SUMMIT SALES LLP | Name : M/S. SUMMIT SALES LLP |
| Address : 5-4-187/3 & 4 2ND FLOOR<br>M G ROAD<br>SECUNDERABAD-500003 | Address : SUMMIT HOUSING LLP.CHARLAPALLY<br>BEHIND KINSTON PG COLLEGE,<br>HYDERABAD-501301 |
| State : 36 Telangana | State : TELANGANA |
| GSTIN No.: 36ACQFS2044C1Z7 P.O NO: 88945. DT-06.06.22 | GSTIN No. : 36ACQFS2044C1Z7 |

| SNo | Description of Goods | HSN/SAC Code | Qty No. | Un Sq Mtrs | Rate | Total | Freight | Taxable Value | CGST Rate | CGST Amt | SGST Rate | SGST Amt | IGST Rate | IGST Amt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 32X8X 1 | 32 MM 2.085 X 0.815. | 4418. | 30 | 50.978 | 1313.21 | 66944.82 | 2200. | 69144.82 | 9 | 6223.03 | 9 | 6223.03 | 0 | |
| 26X8 2 | 32 MM 2.085 X 0.660. | 4418. | 30 | 41.283 | 1313.21 | 54213.25 | | 54213.25 | 9 | 4879.19 | 9 | 4879.19 | 0 | |
| 26X8 3. | 32 MM 2.035 X 0.660. | 4418. | 20 | 26.862 | 1313.21 | 35275.45 | | 35275.45 | 9 | 3174.79 | 9 | 3174.79 | 0 | |
| | Total | | 80 | 119.123 | | | | 158633.52 | | 14277.01 | | 14277.01 | | |

In Words : One Lakh Eighty Seven Thousand One Hundred And Eighty Seven And Fifty Four Paise Only

| | Qty | SqMtr | Taxable Amt |
|---|---|---|---|
| Flush Door | 0.00 | 0.000 | 0.000 |
| Pannel Doors | 80.00 | 119.123 | 156433.520 |
| Block Boards | 0.00 | 0.000 | 0.000 |
| Ply Wood | 0.00 | 0.000 | 0.000 |

INWARD
Inward No: 18392 Dt: 6/7/22
MRN No: 109330 Dt: 7/7/22
Received By: Sign:
SUMMIT SALES LLP

| | |
|---|---|
| Amount Before Tax | 158633.52 |
| CGST | 14277.01 |
| SGST | 14277.01 |
| IGST | |
| GST Amount | 28554.02 |
| Round Off | |
| TCS@0.10% | 0.00 |
| **Invoice Total** | **187187.54** |

**BANK A/C DETAILS**
**BANK - KOTAK MAHINDRA BANK : A/C NO - 766044000782**
**BRANCH - NACHARAM : CITY - HYDERABAD**
**IFSC CODE - KKBK0007470**

SUMMIT SALES LLP R.R. DIST. INWARD No: 96358 Date: 8/7/22 Sign:

**For ELEGANT PRODUCTS PVT LTD**

ELEGANT PRODUCTS PVT. LTD. KUNTLOOR (V)

Authorised Signature

# Purchase Order

 06-06-2022 17:06:18 Origir

88945
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** | | | |
|---|---|---|---|
| ELEGANT PRODUCTS PVT. LTD. | **Doc No** | 88945 | 169848 |
| H.No.1-4-6, Flat No.301. IIIrd floor, Bliss Apartment, Street No. 7, Habsiguda, Hyderabad - 500 007 | **Doc Date** | 06-06-2022 | |
| | **Quote No** | Nil | |
| 040 - 27178301 / 8328 040 - 27178808. | **Quote Date** | 01-06-2022 | |
| 7702199222 | **SupplyType** | Supply | |

**Kind Attn : Mr.A.V.Rao/ Srinivas.**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|---|
| 1 | 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos | 30.00 | 2,223.00 | 0.00 | 18.00 | 78,694.20 |
| 2 | 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos | 30.00 | 1,806.00 | 0.00 | 18.00 | 63,932.40 |
| 3 | 2360 - Carpentry - doors - Panel Doors - Others - Nos *26"X80"* | 20.00 | 1,762.00 | 0.00 | 18.00 | 41,583.20 |
| | | | | | **Total Order Value . . .** | **184,209.80** |

Rupees : One Lakh(s) Eighty Four Thousand Two Hundred Nine and Paise Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, with mango wood frame, thickness 32mm, Rate per sft is Rs.144/- including GST |
| **Payment Terms** | 50% Advance balance after delivery |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | With in 8 days |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Extra. |
| **Warranty** | 1 yr |
| **Advance Paid** | Rs. 92105/-00, by cheque/RTGS.... |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Stock replanishing, 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 MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
08 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions
For *ELEGANT PRODUCTS PVT. LTD.*

Name : ______________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 01.06.2022 |
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | 169848 |
| Material required before date: | | ID No. | 76958 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Non WPC-Panel door-Internal ,bedroom | 32"x82" | 30 | Nos | | |
| 2. | Non WPC-Panel door 88945 | 26"x82" | 30 | Nos | | |
| 3. | Non WPC-Panel door-Internal ,bathroom | 26"x80" | 20 | Nos | | |
| 4. | Cylindrical Lock | | 72 | Nos | | |
| 5. | SS Hinges | | 200 | Nos | 88947 | |
| 6. | Magnetic door stopper | | 50 | Nos | | |

Remarks: For stock replenishig purpose.

| | | | |
|---|---|---|---|
| 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

9866309500