PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/7/22	Prepared by	Vanajakshi	Serial no.	6383
Supplier name	Kaveri Timber Depot			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	18/7/22	PO/WO No.	90166	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	052	19/7/22	25,488/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	25,488/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109774 — 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:	25,488/-
Amount E – PO / WO value:	24,544/-
Amount F – Difference (A – E):	944/-
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	25/7/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Prabhakar			
Sign:	[signature]	[signature]			
Date	21/7/22	APPROVED 24 JUN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE			
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.

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. 052

Date : 19.07.2022

M/s. SUMMIT SALES LLP

GST:- 36ACQFS2044C1Z7 [P.O:- 90166/170002] DATE:- 18.07.2022

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	IND WOOD CUTSIZES.					
	7'-1½x¾ = 100Nos		700SFT@	16/-	11,200 =	00
	3'-1½x¾ = 200Nos		600SFT@	16/-	9,600 =	00
			TRANSPORTING.		800 =	00
			TOTAL		21,600 =	00
	E. & O.E.		CGST	9 %	1,944 =	00
			SGST	9 %	1,944 =	00
			IGST	%		
			TOTAL AMOUNT GST		25,488 =	00

INWARD
Inward No: 18444 Dt: 19/7/22
MRN No: 109774 Dt: 20/7/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 96849
Date: 20/7
Sign:

Party GSTIN No.

Way Bill No. :

Vehicle No. : TS 08UG 4206

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

 18-07-2022 17:18:09 Orig

90166
14.07.22 12:47:27

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	90166	170002
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	Doc Date	18-07-2022	
	Quote No	nil	
GSTIN 36AAFFK7078K1ZT	Quote Date	16-07-2022	
9441723939	SupplyType	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos *3'X1.5"X3/4"-200No's*	600.00	16.00	0.00	18.00	11,328.00
2	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos *7'X1.5"X3/4"-100N's*	700.00	16.00	0.00	18.00	13,216.00
					Total Order Value . . .	**24,544.00**

Rupees : Twenty Four Thousand Five 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 repleneshing 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

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	16.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170002			
Material required before date:		ID No.	78138			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR2403-Doors-Internal beading-Salwood--900Lx37.50Wx18.75Hmm-Nos	200	50	200		
2	DOOR6735-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75Hmm-Nos PO: 90166	100	100	100		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:						
Sign & Date:						

APPROVED BY
16 JUL 2022
SOHAM MODI
MANAGING DIRECTOR