PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 8/8/22 | Prepared by | Prabhakar | Serial no. | 6856 |
| Supplier name | Satyanarayan Hardware | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 13/7 | PO/WO No. | 90000 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 575 | 30/7/22 | 10,512-00 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 10,512-00 |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | |
| MRN nos.: | 110253 | 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: | | | 10,512-00 |
| Amount E – PO / WO value: | | | 10,512-00 |
| Amount F – Difference (A – E): | | | — |
| 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 | 15/8/22 | | |
| Remarks: | | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | Prabhakar | | | |
| Sign: | | APPROVED | | | |
| Date | | 08 AUG 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

PRABHAKAR
HEAD PURCHASE

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.

575

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

# Sathyavarapu Hardwares

*Dealers in : Kitchen Accessories & Exclusive Hardware*

# 2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

**TAX INVOICE-CASH/CREDIT**

☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. : 575 /19 - 20
Invoice Date : 30/7/2022
State : Telangana State Code36

Transportation Mode:
Vehicle Number:
P.O. Number : 9000016997
LR No:
No. of Cases:
Place of Supply:

**DETAILS OF CONSIGNEE:** BILLED TO

NAME: Summit Sales LLP
Address: 5-4-187/3&4, IInd floor, MG Road, Secunderabad -500003.
GSTIN: 36ACBFS2044C1Z7
State: Telangana State Code: 36

**DETAILS OF RECEIVER:** SHIPPED TO

NAME:
Address: Same
GSTIN:
State: State Code:

| S. No. | HSN/SAC Code | Description of Goods | Qty. | UoM | Rate | Disc % | GST % | Taxable Amount (Rs.) |
|---|---|---|---|---|---|---|---|---|
| 1 | 7318 | 25x6 SS Screw | 20 | Pkt | 105 | | 18% | 2100=00 |
| 2 | 7318 | 32x6 S.S Screw | 20 | Pkt | 125/40 | | 18% | 2508=00 |
| 3 | 7318 | 32x8 SS Screw | 20 | Pkt | 215 | | 18% | 4300=00 |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | 18503 | | | | | | |
| 10 | | INWARD | | | | | | |
| 11 | | Inward No: 18503 Dt: 3/8/22<br>MRN No: 0253 Dt: 4/8/22 | | | | | | |
| 12 | | Received By: Sign: | | | | | | |
| 13 | | | | | | | | |
| 14 | | SUMMIT SALES LLP | | | | | | |

| HSN Code | Taxable Amount | GST% | CGST | SGST | IGST | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Transport / If any | |
| | | | | | | Total Amount before Tax | 8908=00 |
| | | | | | | Add. CGST 9% | 802=00 |
| | | | | | | Add: SGST 9% | 802=00 |
| | | | | | | Add: IGST | |

10512

Amount in words: Ten Thousand five hundred Twelve only

GRAND TOTAL 10512=00

We Bank with:
**HDFC BANK,**
**Paradise Branch, Secunderabad**
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&OE.

SUMMIT SALES LLP
IN WARD
No: 9743
Date: 4/8/22
Sign:
R.R. DIST.

Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

GSTIN: 36ECBPS4784B1Z PAN: BCBPS4784B TAX INVOICE - CASH/CREDIT

# Sathyavarapu Hardwares

Dealers in: Kitchen Accessories & Exclusive Hardware

Original for Receipt / Duplicate for Transporter / Triplicate for Supplier

Invoice No: | Invoice Date: 30/11/2018 | State: Telangana | State Code: 36

P.O. Number: 4500016997

DETAILS OF CONSIGNEE / BILLED TO / SHIPPED TO

Name: Summit Sales LLP
Address: 5-4-187/3&4, IInd floor, M.G. Road, Secunderabad - 500003.
GSTIN: 36AAGFS2094J1Z7
State: Telangana State Code: 36

| S. No. | HSN/SAC Code | Description of Goods | Qty | Unit | Rate | Disc.% | GST % | Taxable Amount (Rs.) |
|---|---|---|---|---|---|---|---|---|
| 1 | 7318 | 25x6 M.Screw | 20 | Pkt | 105 | | 18% | 2100=00 |
| 2 | 7318 | 32x6 S.S.Screw | 20 | Pkt | 127.40 | | 12% | 2548=00 |
| 3 | 7318 | 32x8 12 Screw | 20 | Pkt | 215 | | 18% | 4300=00 |

INWARD
Inward No: 18303
MRN No: 10253
Received By: Sign:
SUMMIT SALES LLP

| | | |
|---|---|---|
| Total Amount before Tax | | 8908=00 |
| Add CGST | 9% | 802=00 |
| Add SGST | 9% | 802=00 |
| Add IGST | | |
| TOTAL | | 10512=00 |

Amount in words: Ten Thousand Five hundred Twelve Only

For Sathyavarapu Hardwares

Subject to Secunderabad Jurisdiction

Our Bank: Paradise Branch, Secunderabad, Current Account

Receiver's Signature with Stamp / Authorised Signatory

5120

# Purchase Order

 13-07-2022 16:51:14

90000
29.06.22 2:19:01

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Sathyavarapu Hardwares,
#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.

**GSTIN** 36BCBPS4784B1ZJ
65910337. 9885316000.

| | | |
|---|---|---|
| **Doc No** | 90000 | 169977 |
| **Doc Date** | 13-07-2022 | |
| **Quote No** | nil | |
| **Quote Date** | 09-07-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. S. Ravi Kumar.**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts *25x6mm* | 20.00 | 105.00 | 0.00 | 18.00 | 2,478.00 |
| 2 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts *32x6mm* | 20.00 | 125.40 | 0.00 | 18.00 | 2,959.44 |
| 3 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts *32x8mm* | 20.00 | 215.00 | 0.00 | 18.00 | 5,074.00 |
| | | | **Total Order Value . . .** | | | **10,511.44** |

Rupees : Ten Thousand Five Hundred Eleven and Paise Fourty Four Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Stock repleneshing 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

14/07/22

Name : ____________

Accepted the above Terms And Conditions

For *Sathyavarapu Hardwares,*

Name : ____________

Date : __/__/____

| Requisition Form | | | | | |
|---|---|---|---|---|---|
| Company Name: | SSLP | Date: | 09.07.2022 | | |
| Site & Phase : | SHLLP | Time: | 00:00 | | |
| Supplier: | | Req. No. | 169977 | | |
| Material required before date: | | ID No. | 77925 | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No |
| 1 | HARD3586-Hardware-Fischer Plug--Bosch-6mm-Boxes 89915 | 50 | 17 | 50 | |
| 2 | HARD2752-Hardware-Hold fast---100mm-Kgs 89914 | 150 | 101 | 150 | |
| 3 | HARD4861-Hardware-Bombay Nails ---50mm-Kgs | 25 | 0 | 25 | |
| 4 | HARD2287-Hardware-Bombay Nails ---75mm-Kgs | 25 | 0 | 25 | |
| 5 | HARD7590-Hardware-SS Screws -Pan Head--6x25mm-Pkts | 20 | 10 | 20 | |
| 6 | HARD1307-Hardware-SS Screws -CSK Head--6x32mm-Pkts PO-90000 | 20 | 11 | 20 | |
| 7 | HARD2802-Hardware-SS Screws-Pan Head--8x32mm-Pkts | 20 | 12 | 20 | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| Remarks: | For Stock Repleneshing Purpose. | | | | |
| | | | | | |
| | Engineer | Project Manager | | Purchase | |
| Prepared By: | Vanajakshhi | | | | |
| Approved By: | | | | | |
| Sign & Date: | | | | | |

APPROVED
14 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT