PURCHASE DIVISION
Advice for approval for credit to supplier

8

| | | | | | |
|---|---|---|---|---|---|
| Date: | 6/09/22 | Prepared by | Vanajakshi | Serial no. | **7905** |
| Supplier name | Abhinav photo frame works | | | HO inward no. | |
| Firm/Company | SSUP | Project | SHUP | HO received date | |
| PO/WO date | 9/8/22 | PO/WO No. | 90856 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 263 | 24/8/22 | 6,060/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 6,060/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 111254 — 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: | 6,060/- |
| Amount E – PO / WO value: | 6,060/- |
| 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 | 12/09/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajakshi | | | | |
| Sign: | [signature] | | | | |
| Date | 6/09/22 | | | | |
| 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.

Prop. : **S. Mallesh** CASH BILL Cell : 9441792233

# ABHINAV PHOTO FRAME WORKS

**PHOTOFRAMES ✱ LAMINATION ✱ GALLERY**

1-3-176/1, Padmashali Colony, Opp. Line Shiva Sai Wines, Kavadiguda,
Hyderabad - 500080. (T.S.)

No. 263 Date 24/8/22

M/s. Summit Sales LLP PO-90856

| S. No. | Particulars | Qty. | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| 1 | 15 X 20 1 Brown with mirror fr | 12 | 505- | 6060 | 00 |

INWARD
Inward No: 18620 Dt: 30/8/22
MRN No: 111254 Dt: 1/9/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 98522 Date: 2/9/22 Sign:

| | | |
|---|---|---|
| Rupees in words : | G. TOTAL | 6060 = 00 |
| | ADV. | — |
| | BAL. | 6060 = 00 |

* Collect Within 7 days

* No Responsibility for the loss or damage of your photo thereafter.

GSTIN : 36BSIPS1701B2Z3
Registered under Composite Schemes

For ABHINAV PHOTO FRAME WORKS

# Purchase Order

   27-08-2022 17:21:13

90856
29.07.22 12:09:36

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

| **Supplier Details** | | | |
|---|---|---|---|
| Abhinav Photo Frame Works | **Doc No** | 90856 | 170051 |
| H.no. 1-3-176/C/1, P.S. Colony, Shiva Sai Wines lane, Kawadiguda, Hyderabad - 80. | **Doc Date** | 09-08-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36BSIPS1701B2Z3 | **Quote Date** | 09-02-2022 | |
| 9441792233/8309441145 | **SupplyType** | Supply | |

**Kind Attn : Mr. Mallesh**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2279 - Carpentry -glass - Frame with mirror - Other - Nos<br>*15" x 20"* | 12.00 | 505.00 | 0.00 | 0.00 | 6,060.00 |
| | | | | **Total Order Value . . .** | | **6,060.00** |

Rupees : Six Thousand Sixty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Above item shalll be of 'Saintgobain / Modi guard' brand 5mm thickness. Frame of fibre material. |
| **Payment Terms** | 100% as advance |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Within 2days. |
| **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** | Rs. 6,060/- vide cheque no. , dtd. |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for stock replanish, 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

29/08/22

Name : ____________

Accepted the above Terms And Conditions

For ***Abhinav Photo Frame Works***

Name : ____________

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | SSLLP | Date: | 01.08.2022 | | | |
| Site & Phase : | SHLLP | Time: | 11:00 | | | |
| Supplier: | | Req. No. | 170051 | | | |
| Material required before date: | | ID No. | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | FUNF9179-Furniture & fixtures-Mirror with frame---375x450mm-Nos | 12 | | 12 | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | For Stock repleneshing Purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | P.Ramya | | | | | |
| Approved By: | Prabhakar | | | | | |
| Sign & Date: | | | | | | |

APPROVED
29 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT