PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/09/22	Prepared by	Vanajatshi	Serial no.	**7903**
Supplier name	Kaveri Timber Depot			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	22/8/22	PO/WO No.	91196	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	069	25/8/22	40,592/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	39648/- ~~34,400/-~~ 06/9/22		
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	111075	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	800+18%	944/-	
Amount C –Other Debits :		-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:		40,592/-	
Amount E – PO / WO value:		39,648/-	
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	12/09/22		
Remarks:	final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajatshi	APPROVED			
Sign:	[signature]				
Date	6/09/22	06 SEP 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

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. 069

Date 25.08.2022

M/s. SUMMIT SALES LLP

GST:- 36ACQFS2044C1Z7 [P.O: 91196 | 170119] 22.08.22

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	INDP WOOD → CUTSIZES.					
	7' - 1½ x ¾ = 300Nos - 2100 FT @ 16				33,600 =	00
	INWARD Inward No: 18600 Dt: 25/8/22 MRN No: 111075 Dt: 26/8/22 Received By: Sign: SUMMIT SALES LLP		TRANSPORTING	SUMMIT SALES LLP R.R. DIST. INWARD No: 98524 Date: 2/9/22 Sign:	800 =	00
	E. & O.E.		TOTAL		34,400 =	00
			CGST	9 %	3,096 =	00
Party GSTIN No.			SGST	9 %	3,096 =	00
			IGST	%		
Way Bill No. :	HDFC Bank A/c. No. 50200005516244 IFSC Code : HDFC0000081 Branch : Himayathnagar					
Vehicle No. : TS 08UG 4206			TOTAL AMOUNT GST		40,592 =	00

* 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

 24-08-2022 10:43:06 AM

91196
17.08.22 12:59:12

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 Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. **GSTIN** 36AAFFK7078K1ZT 9441723939	**Doc No**	91196	170119
	Doc Date	22-08-2022	
	Quote No	Nil	
	Quote Date	22-08-2022	
	SupplyType	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos	300.00	112.00	0.00	18.00	39,648.00
					Total Order Value . . .	**39,648.00**

Rupees : Thirty Nine Thousand Six Hundred Fourty Eight 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

Name : Venu 22/8

Contact - -

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	22.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170119			
Material required before date:		ID No.	79064			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR6735-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75HMM-Nos	300	40	300		
2						
3						
4						
5 91196						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi			APPROVED 22 AUG 2022 P. PRABHAKAR Sr. MANAGER PURCHASE		
Approved By:	Prabhakar					
Sign & Date:						