PURCHASE DIVISION
Advice for approval for credit to supplier ⑥

Date:	6/09/22	Prepared by	Vanajakshi	Serial no.	**7904**
Supplier name	Kaveri Timber Depot			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	27/8/22	PO/WO No.	91383	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	096	1/09/22	40,448/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		39,504/-	~~33,600/-~~ 06/9/22
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid ~~block~~ report □ Installation report			
MRN nos.:	111264	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges		800+18% GST	944/-
Amount C –Other Debits :			–
Amount D (D=A+B-C) – Amount to be credited to the supplier:			40,448/-
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
		APPROVED			
Name:	Vanajakshi	06 SEP 2022			
Sign:	Vanaja	MINISH PARIKH			
Date	6/09/22	MANAGER PROCUREMENT			
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, duplicat[illegible] documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead incl[illegible] [illegible] of approval by purchase officer/purchase manag[illegible] B. 5. This report must reach HO within one working day of approval

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. 096

Date : 01.09.2022

M/s. SUMMIT SALES LLP

GST :- 36ACQFS2044C1Z7. [P.O:- 91383/170139] 27-8-22.

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	IND WOOD CUTSIZES					
	7' - 1½ x 3¼ = 300 - 2100 FT @ 16/-				33,600	00
			TOTAL		33,600	00
			CGST	9 %	3,024	00
			SGST	9 %	3,024	00
	E. & O.E.		IGST	%		
			TRANSPORTING		800	00
			TOTAL AMOUNT GST		40,448	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 98523 Date: 2/9/22 Sign:

INWARD	
Inward No: 8626	Dt: 01/09/22
MRN No: 111264	Dt: 1/9/21
Received By:	Sign:
SUMMIT SALES LLP	

Party GSTIN No.

Way Bill No. :

Vehicle No. : TS 08 UG 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

 27-08-2022 15:18:11

91383
17.08.22 12:59:51

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**	91383	170139
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	27-08-2022	
GSTIN 36AAFFK7078K1ZT	**Quote No**	Nil	
	Quote Date	25-08-2022	
9441723939	**SupplyType**	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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 :-

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
29 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

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

Venu 29/8

Name : ____________

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP						
Site & Phase :	SHLLP	Date:	25.08.2022				
Supplier:		Time:	12:00				
Material required before date:		Req. No.	170139				
S No	Item	ID No.	79223				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	DOOR6735-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75HMM-Nos 91383	300	40	300			
2	HARD8541-Hardware-Mortise Lock--Dorset--Nos	10	5	10			
3	HARD5476-Hardware-Cylinderacal Lock--Dorset--Nos	48	12	48			
4	HARD2058-Hardware-SS Hinges-Per 1 piece-Dorset-Nos	300	224	300			
5							
6							
7							
8							
9							
10							
Remarks:	For Stock repleneshing purpose.						
	Engineer						
Prepared By:	N.Vanajakshi	Project Manager		Purchase		MD	
Approved By:	Prabhakar						
Sign & Date:						APPROVED BY 25 AUG 2022 SOHAM MODI MANAGING DIRECTOR	