PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/09/22	Prepared by	C.Mohammed	Serial no.	**8288**
Supplier name	Leela Steel Railing & Furniture			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/05/22	PO/WO No.	87062	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	080	17/06/22	1,16339/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,16339/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	110702	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:	1,16,339/-
Amount E – PO / WO value:	1,78,187.08
Amount F – Difference (A – E):	61,849.00
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	19/09/22
Remarks:	Part bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Chand Mohammed				
Sign:	C.Mohammed				
Date	13/09/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
14 SEP 2022
P. PRABHAKAR
Sr. MANAGER 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.

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: summit Sales LLP 5-4-187/384, IInd FLOOR MG. Road SECUNDERABAD 500003 GST No. : 36ACOFS2044C1Z7	Invoice No. 080	Date : 17/06/2022
	Delivery Note :	Made of Payment :
	Buyers Order No. :	Date :
	Despatched Through:	Destination : CHERLA PAlly

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
①	5513 FURNITURE TABles size C 3'6 X 1'6 X 2'6		32	3081	98592

INWARD
Inward No: 18251 Dt: 4/6/22
MRN No: 08199 Dt: 7/6/22
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No: 18365 Dt: 16/6/22
MRN No: 10702 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 97592
Date: 9/8/22
Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value		98592
Rupees in words: ONE LAKS SIXTEN Thought three HANDRate three eight Rupes ONly/-	Add CGST	9 %	8873.28
	Add SGST	9 %	8873.28
	Add IGST	%	
	GRAND TOTAL		116 338.56/-

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within......................days.

For LEELA STEEL RAILING & FURNITURE

मोहनराम

Proprietor

04/06/22

Leela Steel Railling
& Furniture

PO - 87062

(1) SS Table Base - 3'.6" X 1'.6" X 2'.6' - 24 Nos
Received.

INWARD

ard No: 18251	Dt: 4/6/22
N No: 108199	Dt: 7/6/22
ceived By:	Sign:

SUMMIT SALES LLP

Lecla Steel Railing 16/6/22

PO - 87062 -

(1). 3'-6" x 1'-6" x 2'-6" - 08 nos

INWARD	
Inward No: 18305	Dt: 16/6/22
MRN No: 110702	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Purchase Order

 26-06-2022 16:08:51 Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Leela Steel Railing & Furniture	**Doc No**	87062	169656
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.	**Doc Date**	14-05-2022	
	Quote No	Nil	
GSTIN 36CRBPB0826R1ZO	**Quote Date**	30-08-2021	
8125765219/7075802950	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

24+8

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5513 - Furniture - Tables - NA - nos *Table base in 1.5" SS Square pipe - Size - 3'6" x 1'6"x2'6"*	38.00	3,081.00	0.00	18.00	138,152.04
2	5513 - Furniture - Tables - NA - nos *Table base in 1.5" SS Square pipe - Size - 2'6" x 2'6"x2'6"*	10.00	2,884.00	0.00	18.00	34,031.20
3	5513 - Furniture - Tables - NA - nos *Table base in 1.5" SS Square pipe - Size - 1'6" x 1'6"x12'6"*	3.00	1,696.00	0.00	18.00	6,003.84
					Total Order Value . . .	**178,187.08**

Rupees : One Lakh(s) Seventy Eight Thousand One Hundred Eighty Seven and Paise Eight Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	080	17/06/22	1,16339
2.			
3.			
4.			
5.			

Terms and Conditions :

Specification /	As per details given in the quotation. SS Square pipe shall be of 1.5"x2mm square pipe-16 guage-202 grade
Payment Terms	50% as advance and balance after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 5 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone . 9618244433, Hamendra.
Penality For Delay	Nil
Transportation	Including in above price.
Warranty	Nil
Advance Paid	Rs. 89,000/- advance to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for GHT, AGH, MRGV & MPL sites Club House 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.'

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D. Harey
Sign:
Date: 2/8/22

Bill not received
V. Bhd
17/08/2022.

For *Summit Sales LLP*
Authorised Signatory
Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For *Leela Steel Railing & Furniture*

Date : __/__/____

Requisition Form

Compahy Name:	SUMMIT SALES LLP	Date:	30.08.2021
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169656
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Square pipe	3'6''x1'6'' x2'6''	38	No's		
2.	SS Square pipe	2'6''x2'6'' x2'6''	10	No's		
3.	SS Square pipe	1'6''x1'6'' x12'6''	3	No's		

Remarks: Towards above materials for GHT,AGH,MRGV,MPL site club house purpose.

Prepared By	Ramya	Approved by	
Sign.& Date	30.08.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
30 AUG 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE