PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Sneha	Serial no.	9353
Supplier name	Naveen metal udyog			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	3/10/22	PO/WO No.	92520	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	227	7/10/22	25,488/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	25,488/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112556	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:	25,488/-
Amount E – PO / WO value:	25,488/-
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	17/10/22
Remarks:	- final bill -

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Bhaskar			
Sign:	[signature]	[signature] APPROVED			
Date	11/10/22	11 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

B. 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.

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. SUMMIT SALES LLP
M.G. ROAD,
SECUNDERABAD

Phone ______ / ______

GST No. 36ACQFS2044C1Z7

Invoice No. : 227

Date : 07/10/22

P. O. No. & Date : 92520/170252 03/10/22

Desp. Through :

E Way Bill No. TS-10-UA-9758

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7209	SHEETS	8 Nos.	@ 2700/-	21600=00
			SUB TOTAL	21600=00
				—
			SGST @ 9%	1944=00
			CGST @ 9%	1944=00
			IGST @	—
			G. TOTAL	25,488=00

SUMMIT SALES LLP
IN WARD
No: 100095
Date: 10/10/22
Sign:
R.R. DIST.

IN WARD
Inward No: 10717 Dt: 8/10/22
MRN No: 112556 Dt:
Received By: Sign:
SSLLP-SOV

9216364748

BANK : **PUNJAB NATIONAL BANK** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : PUNB0062520

Rupees Twenty five thousand four hundred and eighty eight only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

 03-10-2022 11:20:12

92520
03.10.22 5:34:55

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

Supplier Details			
Naveen Metal Udyog 4-5-155, Pan Bazar, Sec-bad-03.	**Doc No**	92520	170252
	Doc Date	03-10-2022	
	Quote No	Nil	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	03-10-2022	
66382026. 9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466700 - STEL-Steel - MS Sheets-- - 2400X1200X1.5mm - sqm *1.2mm Thickness-Each 30Kg*	8.00	2,700.00	0.00	18.00	25,488.00
	Total Order Value . . .					**25,488.00**

Rupees : Twenty Five Thousand Four Hundred Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Stock Replaanish Purpose.
Completion Date	NA
Measurment	NA
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 invoice must be sent to HO office. proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Venu 03/10/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Naveen Metal Udyog***

Name : ____________________

Date : __/__/____

Requisition Form

any Name:	SSLLP	Date:	29.09.2022
& Phase :	SHLLP	Time:	10:00
plier		Req.No.	170252
erial required before date:		ID No.	80177

Description	Size	Quantity	Units	Inward No	Date
MS Sheet (1.2mm) 92493	1.2mm	8	nos 2099	90/7181	92520
Square pipe (3 inch)	2.5mm thick	5	nos		
Square pipe (1.7mm thick)	40mm	20	nos		
Square pipe (1.7mm thick)	3/4 th	20	nos		
Flat patti (6mm thick)	1/2''	1	ton		

narks: For Stock Replanish purpose .

pared By	P. Ramya	Approved by	
n.& Date	29.09..2022	Sign. & Date	

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

APPROVED
01 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT

N