PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/10/22 | Prepared by | Prabhakar | Serial no. | 9796 |
| Supplier name | Karan timber mart | | | HO inward no. | |
| Firm/Company | SSHP | Project | SSHP | HO received date | |
| PO/WO date | 29/9/22 | PO/WO No. | 92456 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 000133 | 19/10/22 | 70,656/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | | 70,656/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | | |
| MRN nos.: | 112944 | | 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: | | | | 70,656/- |
| Amount E – PO / WO value: | | | | 69,813/- |
| Amount F – Difference (A – E): | | | | 843/- |
| 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 | | 31/10/22 | | |
| Remarks: | | final bill | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | Bashakar | | | |
| Sign: | | APPROVED | | | |
| Date | | 23 OCT 2022 | | | |
| 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.

GST NO. 36AAFFK7078K1ZT | Subject to Hyderabad Jurisdiction | ✆ : 040-27157218

CASH / CREDIT MEMO

# 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. 000133 ~~533~~ Date : 19.10.2022

M/s. Summit Sales LLP

GST:- 36ACQFS2044C1Z7 [P.O:- 92456 | 170247] 29.09.2022

| Sl.No. | PARTICULARS | Qty. | C.Ft./C.M. | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| | IMP WOOD CUTSIZES | | | | | |
| | 7' 2100L x 37.50W x 18.75 Hmm | 400Nos | 2800 | @ 16/- | 44,800 | 00 |
| | 3' 900L x 37.50W x 18.75 Hmm | 300Nos | 900 | @ 16/- | 14,400 | 00 |
| | E. & O.E. | | | TOTAL | 59,200 | 00 |
| | | | | CGST 9 % | 5,328 | 00 |
| | | | | SGST 9 % | 5,328 | 00 |
| | | | | IGST % | | |
| | | | | TRANSPORTING | 800 | 00 |
| | | | | TOTAL AMOUNT GST | 70,656 | 00 |

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 100599 Date: 21/10/22 Sign:

INWARD
Inward No: 18868 Dt: 19/10/22
MRN No: 112944 Dt: 20/10/22
Received By: Sign:
SUMMIT SALES LLP

Party GSTIN No.

Way Bill No. :

Vehicle No. : TS08UG4026

~~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

 04-10-2022 13:20:10 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** | | | |
|---|---|---|---|
| Kaveri Timber Depot | **Doc No** | 92456 | 170247 |
| Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. | **Doc Date** | 29-09-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAFFK7078K1ZT | **Quote Date** | 28-09-2022 | |
| 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 | 400.00 | 112.00 | 0.00 | 18.00 | 52,864.00 |
| 2 | 240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos | 300.00 | 47.88 | 0.00 | 18.00 | 16,949.52 |
| | | | | | **Total Order Value . . .** | **69,813.52** |

Rupees : Sixty Nine Thousand Eight Hundred Thirteen and Paise Fifty Two Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil. |
| **Transportation Cost** | 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 04/10/22

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

# Estimate

copy

 30-09-2022 11:40:15 AM

92456
16.09.22 3:27:07

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** | 92456 | 170247 |
| **Doc Date** | 29-09-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 28-09-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. Laxman Patel**

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

APPROVED BY
03 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Contact - -

Name : ____________ 01/10

Accepted the above Terms And Conditions
For *Kaveri Timber Depot*

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | SSLLP | Date: | 28.09.2022 | | | |
| Site & Phase : | SSLP-SOV | Time: | 12:00 | | | |
| Supplier: | | Req. No. | 170247 | | | |
| Material required before date: | | ID No. | 80162 | | | |
| 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 | 400 | 250 | 400 | | |
| 2 | DOOR2403-Doors-Internal beading-Salwood--900Lx37.50Wx18.75HMM-Nos | 300 | 56.40 15 | 300 | | |
| 3 | 92456 3'x300 | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | For Stock repleneshing purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Ramya | | | | | |
| Approved By: | Prabhakar | | | | | |
| Sign & Date: | | | | | | |

APPROVED
01 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR