PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/11/22	Prepared by	K.Mounika	Serial no.	10063
Supplier name	S.R. furniture works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/10/22	PO/WO No.	93418	Scan ID..	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	012	15/10/22	22,302	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,302
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 113323 — 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:	22,302
Amount E – PO / WO value:	22,302
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	07/11/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
02 NOV 2022
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.

GSTIN : 36BFUPK2271R1ZJ | INVOICE | Ph: +91 8008984556

S R FURNITURE WORKS

ALL TYPES OF ENGINEERING WORKS

Plot No. 284, B.N. Reddy Nagar, Cherlapally, Hyderabad - 500 051.

To
M/s Summit Sales Llp
Cherlapally
Hyderabad

GST No. 36ACQPS2044C1Z7.

Invoice No. : 012
Date :
P.O. No. :
Date : 15/10/2022

Sl.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron gates powder coating Serial NO: 789 Dated: 15/10/22	7301	945 kg	20/-	18,900/-

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10432 Date: 18/10/ Sign:

INWARD
Inward No: 18856 Dt: 15/10/22
MRN No: 113323 Dt:
Received By: Sign:
SUMMIT SALES LLP

Rupees in Words: Twenty two thousand and three hundred and two only/-

Total Amount Before Tax	18,900/-
CGST 9 %	1701/-
SGST 9 %	1701/-
IGST %	—
Total Amount After Tax	22,302/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature

Signature

SRI SAI WEIGH BRIDGE

Opp. BST Steels, Plot No. 1263, Cherlapally Main Road, B.N. Reddy Nagar, Hyderabad.

COMPUTERISED 60 TONNES WEIGH BRIDGE

24 HOURS SERVICE

SERIAL No. : 789

VEHICLE No.: TS08UE 7192

GROSS : 2520 **Kg.** **DATE :** 15/10/2022 **TIME :** 11:21

TARE : 1575 **Kg.** **DATE :** 15/10/2022 **TIME :** 10:07

NETT : 945 **Kg.**

WEIGHMENT CHARGES Rs.: 60

INWARD

Inward No: 18856 Dt: 15/10/22

MRN No: Dt:

Received By: Sign:

SUMMIT SALES LLP

Operator's Signature

*** Our responsibility ceases once the Vehicle leaves the platform.**

S.G. Cell : 9246246924

Purchase Order

 02-11-2022 13:24:10 Or

93418
18.10.22 2:23:38

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

Supplier Details			
S R Furniture Works Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051	**Doc No**	93418	170338
	Doc Date	31-10-2022	
GSTIN 36BFUPK2271R1ZJ	**Quote No**	nil	
8008984556 8008984556	**Quote Date**	30-10-2022	
	SupplyType	Supply	

Kind Attn : Venkatesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	623900 - STEL-Steel - MS Powder coated Grill-- - 750X600mm - Nos (Kgs)	945.00	20.00	0.00	18.00	22,302.00
					Total Order Value . . .	**22,302.00**

Rupees : Twenty Two Thousand Three Hundred Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for Powder coating 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 invoice 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

02/11/22

Name : ____________

Accepted the above Terms And Conditions
For ***S R Furniture Works***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.10.2022
Site & Phase :	SHLLP	Time:	10:00
Supplier		Req.No.	170338
Material required before date:		ID No.	80991

No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating PO: 93418		945	Kg's		

Remarks: For Powder coating purpose .

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	30.10.2022	Sign. & Date	

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

APPROVED
02 NOV 2022
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MANAGER PROCUREMENT