

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		12/11/22	Prepared by	Asha Jyothi	Serial no.	10379
Supplier name		SR Furniture blocks			HO inward no.	
Firm/Company		SCLLP	Project	SCLLP	HO received date	
PO/WO date		08/11/22	PO/WO No.	93753	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached		
1.	013	3/11/22	16,992/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount A – Bills total (Excluding Transport & Hamali Charges):					16,992/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report						
MRN nos.:	113732			Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges					-	
Amount C – Other Debits :					-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:					16,992/-	
Amount E – PO / WO value:					16,992/-	
Amount F – Difference (A – E):					-	
Quantity received as per PO / WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO			<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date			21/11/2022			
Remarks: Final bill						
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	
Name:	Asha Jyothi					
Sign:	Asha					
Date	12/11/22					
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.

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 Ltp
Cherlapally
Hyderabad

GST No. 36ACQFS2044C127

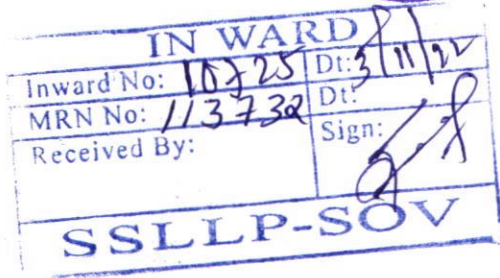
Invoice No. : **013**

Date : 3/11/22

P.O. No. : _____

Date : 03/11/2022

SI.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grille powder Coating Serial NO: 1434 Dated: 03/11/2022	7301	720kg	20/-	14,400/-



Rupees in Words Sixteen thousand
nine hundred and ninety
two only

Total Amount Before Tax	14,400/-
CGST 9%	1296/-
SGST 9%	1296/-
IGST %	—
Total Amount After Tax	16,992/-

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. :

1434

VEHICLE No.:

TS08UE 7192

GROSS :

2280

Kg.

DATE :

03/11/2022

TIME :

10:38

TARE :

1560

Kg.

DATE :

03/11/2022

TIME :

09:53

NETT :

720

Kg.

IN WARD

Inward No:

10725

Dt:

3/11/22

MRN No:

Dt:

Received By:

Sign:

WEIGHMENT CHARGES Rs.: 60

SLLP-SOV

Operator's Signature

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

S.G. Cell : 9246246924

Purchase Order

Page(s) 1 Of 1

12-11-2022 16:06:07



93753

01.11.22 2:56:54

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

GSTIN 36BFUPK2271R1ZJ

8008984556

8008984556

Doc No	93753	170384
Doc Date	08-11-2022	
Quote No	nil	
Quote Date	08-11-2022	
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	720.00	20.00	0.00	18.00	16,992.00
Total Order Value . . .					16,992.00

Rupees : Sixteen Thousand Nine Hundred Ninty 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
Penalty 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

Accepted the above Terms And Conditions

For **S R Furniture Works**

Name : _____

Name : _____

Date : __/__/__

93526 copy

Requisition Form

Company Name:	SLLP	Date:	08.11.2022			
Site & Phase :	SHLLP	Time:	10:00			
Supplier		Req.No.	170384			
Material required before date:		ID No.	81335 81483.			
No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating		720	Kg's		
Remarks: For Powder coating purpose .						
Prepared By	M.Ashajyothi	Approved by				
Sign.& Date	08.11.2022	Sign. & Date				

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

PO: ~~93752~~ 93753