PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	26/11/22	Prepared by	Ashajyothi	Serial no.	10896
Supplier name	SR-Furniture Works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	25/11/22	PO/WO No.	94359	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	016	23/11/22	72,098/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	72,098/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114296	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:	72,098/-
Amount E – PO / WO value:	72,098/-
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	5/12/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venny			
Sign:		APPROVED			
Date		26 NOV 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
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.

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. 36ACQFS2044C1Z7

Invoice No. : 016

Date :

P.O. No. :

Date : 23/11/2022

Sl.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder Coating serial No: 2180 Dated: 23/11/2022	7301	1515kg	20/-	30,300/-
2.	Iron Grills powder coating Serial No: 2192 Dated: 23/11/2022	7301	1540kg	20/-	30,800/-

INWARD
Inward No. 19025 Dt: 23/11/22
MRN No: 114296 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 101883
Date: 26/11/22
Sign:

Rupees in Words... Seventy two thousand ninety eight only/-

Total Amount Before Tax	61,100/-
CGST 9%	5499/-
SGST 9%	5499/-
IGST %	—
Total Amount After Tax	72,098/-

Goods once sold will not be taken back

For S R FURNITURE WORKS

D.R.Swamy

Signature

Customer Signature

Purchase Order

 25-11-2022 10:52:26

94359
16.11.22 3:26:22

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	**Doc No**	94359	170492
Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051	**Doc Date**	25-11-2022	
	Quote No	nil	
GSTIN 36BFUPK2271R1ZJ	**Quote Date**	16-11-2022	
8008984556 8008984556	**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	1,515.00	20.00	0.00	18.00	35,754.00
2	623900 - STEL-Steel - MS Powder coated Grill-- - 750X600mm - Nos	1,540.00	20.00	0.00	18.00	36,344.00
				Total Order Value . . .		**72,098.00**

Rupees : Seventy Two Thousand Ninty Eight 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

Venkatesh 25/11/22

Name : ____________

Accepted the above Terms And Conditions

For *S R Furniture Works*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.11.2022
Site & Phase :	SHLLP	Time:	10:00
Supplier		Req.No.	170492
Material required before date:		ID No.	81871

No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating		1515	Kg's		
2.	Iron Grills powder coating		1540	Kg's		

Remarks: For Powder coating purpose .

Prepared By	M.Ashajyothi	Approved by	
Sign.& Date	24.11.2022	Sign. & Date	

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

PO:- 94359

APPROVED
25 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE