PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/11/22	Prepared by	Y.Murli	Serial no.	
Supplier name	K.S Gents Tailors			HO inward no.	
Firm/Company	Summit Sole LLP	Project	Summit Sole LLP	HO received date	
PO/WO date		PO/WO No.	94333	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	712	24/11/22	14,700/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 114395	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:	14,700/-
Amount E – PO / WO value:	14,700/-
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	28/11/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y.Murli				
Sign:	[signature]				
Date	24/11/22	24 NOV 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., advise 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.

Purchase Order

 24-11-2022 12:56:33 ...py

94333
16.11.22 3:26:22

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

Supplier Details			
Kannaboyina Srinivas (K.S. Gents Tailors)	**Doc No**	94333	167260
11-3-296/15, Musheerabad, Secunderabad	**Doc Date**	24-11-2022	
	Quote No	Nil	
GSTIN 0	**Quote Date**	24-11-2022	
8121579766 9948879766	**SupplyType**	Supply And Application	

Kind Attn : Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	958300 - PROM-Promotions - Uniform Shirting Cloth-- - - - Per mtr *Uniform shirt*	6.00	625.00	0.00	0.00	3,750.00
2	602000 - PROM-Promotions - Uniform Pants Cloth-- - - - Per mtr *Uniform pant*	6.00	625.00	0.00	0.00	3,750.00
3	297200 - PROM-Promotions - Uniform Jacket Cloth-- - - - Per mtr *Uniform Jacket*	3.00	2,400.00	0.00	0.00	7,200.00
					Total Order Value . . .	**14,700.00**

Rupees : Fourteen Thousand Seven Hundred Only.

<u>Terms and Conditions :-</u>

Specification / Brand	Uniform shirt, pant & Jacket
Payment Terms	After deliver & Production bill
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	Nil
Completion Date	20-11-2021
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Kannaboyina Srinivas (K.S. Gents Tailors)***