

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 14/12/22		Prepared by: Ashajyothi		Serial no. 11653	
Supplier name: SR-Furniture works				HO inward no.	
Firm/Company: SCLLP		Project: S+HLLP		HO received date	
PO/WO date: 13/12/22		PO/WO No. 94993		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	024	9/12/22	40,120/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 40,120/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 115034	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: 40,120/-

Amount E – PO / WO value: 40,120/-

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: 19/12/22

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

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 weightment 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.

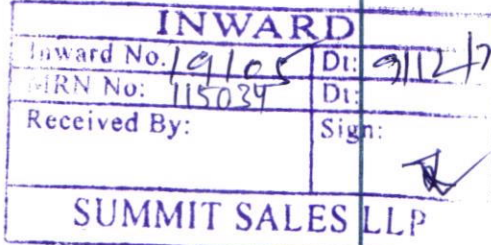
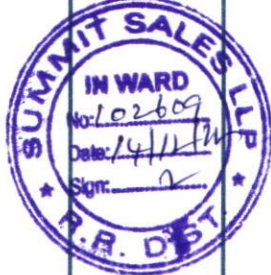
S R FURNITURE WORKS

ALL TYPES OF ENGINEERING WORKS

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

To M/s <u>Summit Sales Llp</u> <u>Cherlapally</u> <u>Hyderabad</u>	Invoice No. : 024
GST No. <u>36 AGRS 2044C127</u>	Date : <u>09/12/2022</u>
	P.O. No. : _____
	Date : <u>09/12/2022</u>

SI.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder coating serial no: 3008! Dated: 09/12/2022	7301	1700kgs	20/-	34000/-

Rupees in Words. <u>Forty thousand</u>	Total Amount Before Tax	34,000/-
<u>and one twenty only/-</u>	CGST 9%	3060/-
	SGST 9%	3060/-
	IGST %	—
	Total Amount After Tax	40,120/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature


 Signature

14-12-2022 11:26:22

.Copy

94993
29.11.22 6:00:29

Supplier Details				
S R Furniture Works		Doc No	94993	170561
Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051		Doc Date	13-12-2022	
		Quote No	nil	
GSTIN 36BFUPK2271R1ZJ		Quote Date	12-12-2022	
8008984556	8008984556	SupplyType	Supply	

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	1,700.00	20.00	0.00	18.00	40,120.00
Total Order Value . . .					40,120.00
Rupees : Fourty Thousand One Hundred Twenty Only.					

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

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

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	12.12.2022			
Site & Phase :	SHLLP	Time:	10:00			
Supplier		Req.No.	170561			
Material required before date:		ID No.	82378.			
No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating		1700	Kg's		
2.						
Remarks: For Powder coating purpose .						
Prepared By	M.Ashajyothi	Approved by				
Sign.& Date	12.12.2022	Sign. & Date				

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

Pos:- 94993

