

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14/12/22		Prepared by: Ashajyothi		Serial no. 11655	
Supplier name: ER Furniture works		HO inward no.			
Firm/Company: SILLP		Project: SILLP		HO received date	
PO/WO date: 13/12/22		PO/WO No. 94995		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	023	9/12/22	40,474/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				40,474/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	115083		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:				40,474/-	
Amount E – PO / WO value:				40,474/-	
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:	APPROVED 14 DEC 2022 MINISH PARIKH MANAGER APPROVEMENT				
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 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 Llp
Cherlapally
Hyderabad

GST No. 36ACQFS2044C127

Invoice No. : **023**

Date : _____

P.O. No. : _____

Date : 09/12/2022

SI.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder Coating Serial No: 2948 dated: 08/12/2022	7301	1715kg	20/-	34,300/-

INWARD	
Inward No. <u>19104</u>	Dt: <u>9/12/22</u>
MRN No: <u>115083</u>	Dt: _____
Received By: _____	Sign: <u>✓</u>
SUMMIT SALES LLP	



Rupees in Words Forty thousand and
four seventy four only/-

Total Amount Before Tax	34,300/-
CGST 9 %	3087/-
SGST 9 %	3087/-
IGST %	-
Total Amount After Tax	40,474/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature

D.R. Sanyal
Signature

Purchase Order

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14-12-2022 11:26:22

Copy

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



94995

29.11.22 6:00:29

Supplier Details

S R Furniture Works
Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051

GSTIN 36BFUPK2271R1ZJ

8008984556

8008984556

Doc No	94995	170560
Doc Date	13-12-2022	
Quote No	nil	
Quote Date	12-12-2022	
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	1,715.00	20.00	0.00	18.00	40,474.00
Total Order Value . . .					40,474.00

Rupees : Fourty Thousand Four Hundred Seventy Four 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 : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		12.12.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		170560	
Material required before date:					ID No.		82877
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Iron Grills powder coating		1715	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.

PO:- 94995

