

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 14/12/22		Prepared by: Asha Jayothi		Serial no. 11656	
Supplier name: SR Furniture works				HO inward no.	
Firm/Company: SLLP		Project: SHLLP		HO received date	
PO/WO date: 13/12/22		PO/WO No. 94996		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	021	6/12/22	11,446/-	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,446/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	115035	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:			11,446/-
Amount E – PO / WO value:			11,446/-
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	MD	Accountant	Accounts Manager
Name:	APPROVED 14 DEC 2022 MINISH PARIKH MANAGER PROCUREMENT				
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.

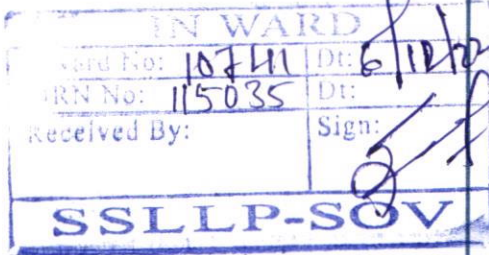
S R FURNITURE WORKS

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. : **021**
Date :
P.O. No. :
Date : 06/12/2022

SI.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder Coating Serial no: 2861 Dated: 06/12/2022 	7301	485 kgs	20/-	9700/-

Rupees in Words Eleven thousand fourhundred only/-

Total Amount Before Tax	9700/-
CGST 9%	873/-
SGST 9%	873/-
IGST %	—
Total Amount After Tax	11,446/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature

Signature

D.R. Sanyal

Purchase Order



G S T No. : 36ACQFS2044C1Z7

94996

29.11.22 6:00:29

Supplier Details			
S R Furniture Works	Doc No	94996	170559
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	SupplyType	Supply	
8008984556			

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	485.00	20.00	0.00	18.00	11,446.00
Total Order Value . . .						11,446.00
Rupees : Eleven Thousand Four Hundred Forty Six Only.						

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms	After Delivery & Production of bill
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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
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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
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Measurment	Nil
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Security	Nil
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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
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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.		170559	
Material required before date:					ID No.		82376
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Iron Grills powder coating		485	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 :- 94996

