PURCHASE DIVISION
Advice for approval for credit to supplier

E

| | | | | | |
|---|---|---|---|---|---|
| Date: | 17/12/22 | Prepared by | Minish | Serial no. | **11838** |
| Supplier name | SFS Hardware | | | HO inward no. | |
| Firm/Company | CSLLP | Project | CSLLP-GVDC | HO received date | |
| PO/WO date | 8/12/22 | PO/WO No. | 94814 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 297 | 8/12/22 | 13,405/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 13,405/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 114945 | 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: | 13,405/- |
| Amount E – PO / WO value: | 13,405/- |
| 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 | 26/12/22 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 17 DEC 2022 | | | |
| Date | | MINISH PARIKH MANAGER PROCUREMENT | | | |
| 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.

# GST INVOICE

| | |
|---|---|
| **SFS HARDWARE**<br>#30-26 3rd FLOOR PLOT NO 36<br>BURHANI HOUSING SOCIETY RTC COLONY<br>TRIMULGHEERY HYDERABAD 500-015<br>Mobile : 9550505717<br>**Company's GSTIN: 36BJJPG3515K1Z6** | **Invoice No : 297** \| **Dated: 08-12-2022**<br>Delivery challan no : \| Dated :<br>PO NO : **94814 - 170532**<br>PO Date : 08-12-2022 |
| **Buyer:**<br>**M/s. SUMMIT SALES LLP.**<br>5-4-187/3 & 4, II FLOOR, SOHAM MANSION, MG ROAD<br>SECUNDERABAD - 500003<br>**Buyer's GSTIN : 36ACQFS2044C1Z7** | **Despatched Through :** \| **BY HAND / DRIVER**<br>Despatched Date : \| 08-12-22<br>State Code: **36** |

| S.No | Description of Goods | HSN | Quantity | Rate | GST % | Amount |
|---|---|---|---|---|---|---|
| 1 | ANCHOR BOLT ( BOLT TYPE ) SIZE : 12 X 100 | 7318 | 500.00 NOS | 22.72 | 18.00% | 11,360.00 |
| | ***TRANSPORTATION CHARGES :*** | | | | | 0.00 |
| | | | | | **TOTAL :** | **11,360.00** |
| | **Total Tax Amount:** 2044.80 | | | | **CGST @ 9 %** | 1,022.40 |
| | | | | | **SGST @ 9 %** | 1,022.40 |
| | | | | | Round off | 0.20 |
| | | | | | **Grand Total** | **13,405.00** |

IN WARD
Inward No: 1858 Dt: 8/12/22
MRN No: 114945 Dt: 13/12/22
Received By: Ranjan Nath Sign:
SSLLP-GVDC

Amount Chargeable (in words)

**Rs: THIRTEEN THOUSAND FOUR HUNDRED AND FIVE ONLY**

**Company's Bank Details**

Current A/c No : 3719725147
Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

**Declaration**

*We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.*
*This is a computer generated Invoice / Subject to Secunderabad Juridiction.*

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10275 Date: 17/12/22 Sign:

**For SFS HARDWARE**

**Authorised Signatory**

# Purchase Order

 08-12-2022 11:59:17 .Copy

94814
29.11.22 5:53:07

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

| **Supplier Details** | | | |
|---|---|---|---|
| SFS Hardware | **Doc No** | 94814 | 170532 |
| 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15 | **Doc Date** | 08-12-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36BJJPG3515K1Z6 | **Quote Date** | 07-12-2022 | |
| 9550505717 | **SupplyType** | Supply | |

**Kind Attn : Mr Khuzem**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2040 - Carpentry - hardware - Anchor Bolt (Bolt type) - other - nos<br>*bolt type(fastner)-12mmx100mm* | 500.00 | 22.72 | 0.00 | 18.00 | 13,404.80 |
| | | | **Total Order Value . . .** | | | **13,404.80** |

Rupees : Thirteen Thousand Four Hundred Four and Paise Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of ___ brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | SSLLP-GVDC |
| | . |
| | Phone. . |
| **Penality For Delay** | 5% penalty for delay in delivery beyond due date. |
| **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 material for Gv site MEP work purpose. |
| **Completion Date** | NA |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Delivery at SSLLP-GVDC store .Contact person Mr. Hanumanthu Mobile no:8332809057 |

For ***Summit Sales LLP***
Authorised Signatory

08/12/2022

Name : ____________

Accepted the above Terms And Conditions
For ***SFS Hardware***

Name : ____________

Date : __/__/____

Requisition Form

| Company Name: | Summit sales LLP | Date: | 07.12.2022 |
|---|---|---|---|
| Site & Phase: | SSLLP-GVDC | Time: | 15:00 |
| Supplier | | Req. No. | 170532 |
| Material required before date: | 06.12.2022 | ID No. | 82235 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Anchor bolt- bolt type fastner | 12mmx100mm | 500 | No's | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

PO: 94814

APPROVED
08 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Towards GV sites mep work

| Prepared By | Shivani | Approved by | Hanumanthu |
|---|---|---|---|
| Sign. & Date | 07-12.2022 | Sign. & Date | 07.12.2022 |

Note: Kindly raise purchase order as site requires urgently

170426