

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		24/12/22		Prepared by	Ashajyothi	Serial no.	12054
Supplier name		SR Furniture works			HO inward no.		
Firm/Company		SSLLP		Project	SHLLP	HO received date	
PO/WO date		24/12/22		PO/WO No.	95400	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount		Original attached
1.	027		22/12/22		56,345/-		☒ Yes ☐ No
2.							☐ Yes ☐ No
3.							☐ Yes ☐ No
4.							☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):						56,345/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	115384				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:						56,345/-	
Amount E – PO / WO value:						56,345/-	
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				02/01/23			
Remarks: final bill							
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:	Ashajyothi						
Sign:							
Date	24/12/22						
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. 36ACQPS2044C1Z7

Invoice No. : 027
Date : _____
P.O. No. : 95400
Date : 22/12/2022

Sl.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder coating Serial No: Dated: 22/12/2022	7301	1910 kgs	25/-	47,750/-

INWARD	
Inward No. 19170	Dt: 22/12/22
MRN No: 115384	Dt:
Received By:	Sign: 

SUMMIT SALES LLP



Rupees in Words... Fifty Six thousandand thirty four five only.

Total Amount Before Tax	47,750/-
CGST 9%	4297.5
SGST 9%	4297.5
IGST %	—
Total Amount After Tax	56,345/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature

D.R. Jany
Signature

Purchase Order

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24-12-2022 11:51:38



95400

13.12.22 4:32:58

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

Supplier Details

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

GSTIN 36BFUPK2271R1ZJ

8008984556

8008984556

Doc No	95400	170619
Doc Date	24-12-2022	
Quote No	nil	
Quote Date	24-12-2022	
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	1,910.00	25.00	0.00	18.00	56,345.00
Total Order Value . . .					56,345.00

Rupees : Fifty Six Thousand Three Hundred Fourty Five 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

Name : _____

Accepted the above Terms And Conditions

For **S R Furniture Works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		24.12.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		170619	
Material required before date:				ID No.		82806	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Iron Grills powder coating		1910	Kg's			
2.							
3.							
Remarks: For Powder coating purpose .							
Prepared By		M.Asha jyothi		Approved by			
Sign.& Date		24.12.2022		Sign. & Date			

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

PO:- 95400

