PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	31/12/22	Prepared by	Ashajyothi	Serial no.	12342
Supplier name	SR Furniture works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/12/22	PO/WO No.	95651	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	030	29/12/22	46,463/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	46,463/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 115679 — 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:	46,463/-
Amount E – PO / WO value:	46,463/-
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	09/01/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi				
Sign:	Asha	01 JAN 2023			
Date	31/12/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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MANAGER PROCUREMENT

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.

GSTIN : 36BFUPK2271R1ZJ

INVOICE

Ph: +91 8008984556

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	Invoice No. : 030
	Date :
	P.O. No. : 95651
GST No. 36ACQFS2044C1Z7	Date : 29/12/2022

Sl.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron Grills powder coating Serial No: 3954 Dated: 29/12/2022	7301	1575kg	25/-	39,375/-

INWARD
Inward No. 19212 Dt: 29/12/22
MRN No: 115679 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 10342
Date: 4/1/23
Sign:
R.R. DIST.

Rupees in Words		
Forty Six thousand and four sixty two only/-	Total Amount Before Tax	39,375/-
	CGST 9 %	3543.7/-
	SGST 9 %	3543.7/-
	IGST %	—
	Total Amount After Tax	46,462.5/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

D.R. Swamy

Signature

Customer Signature

Purchase Order

 31-12-2022 11:38:02

95651
27.12.22 3:29:43

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	**Doc No**	95651	170642
Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051	**Doc Date**	31-12-2022	
	Quote No	nil	
GSTIN 36BFUPK2271R1ZJ	**Quote Date**	31-12-2022	
8008984556 8008984556	**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	1,575.00	25.00	0.00	18.00	46,462.50
					Total Order Value . . .	**46,462.50**

Rupees : Fourty Six Thousand Four Hundred Sixty Two and Paise Fifty 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
Penality 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 : 31/12/2022

Accepted the above Terms And Conditions

For ***S R Furniture Works***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	31.12.2022
Site & Phase :	SHLLP	Time:	10:00
Supplier		Req.No.	170642
Material required before date:		ID No.	83021

No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating		1575	Kg's		
2.						
3.						

Remarks: For Powder coating purpose .

Prepared By	M.Asha jyothi	Approved by	
Sign.& Date	31.12.2022	Sign. & Date	

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

PO :- 95651

APPROVED
31 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT