PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/01/23	Prepared by	Kalpana	Serial no.	**13018**
Supplier name	Kaveri Timber Depot			HO inward no.	
Firm/Company	SSLLP	Project	SHCLP	HO received date	
PO/WO date	11/01/23	PO/WO No.	96031	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	192	11/01/23	66,880/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	66,080/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 11628 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	800/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	66,880/-
Amount E – PO / WO value:	66,080/-
Amount F – Difference (A – E):	800/-
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	23/01/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		19 JAN 2023			
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 NO. 36AAFFK7078K1ZT

Subject to Hyderabad Jurisdiction

~~CASH~~ / CREDIT MEMO

✆ : 040-27157218

Kaveri Timber Depot

Dealers in : Burma Teak, Indian Teak, African Teak, Salwood, Non-Teak, Moulding & Plywood.

Plot No. 2, ECIL Road, IDA, Nacharam, Hyderabad - 76.

No. 192

Date : 11.01.2023

M/s. SUMMIT SALES LLP

GST:- 36ACQFS2044C1Z7 [P.O:- 96031 | 170677] 11.01.2023.

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
4407	IMP WOOD CUTSIZES. 7' - 1½ x ¾ = 500 Nos					
		3500 SFT @ 16/-			56,000	= 00
		0.774 CFT.				
	E. & O.E.		TOTAL		56,000	= 00
			CGST	9 %	5,040	= 00
			SGST	9 %	5,040	= 00
			IGST	%		
			TRANSPORTING		800	= 00
			TOTAL AMOUNT GST		66,880	= 00

INWARD
Inward No. 19274 Dt: 11/1/23
MRN No: 116218 Dt: 12/1/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 10484
Date: 11/1/23
Sign:
R.R. DIST.

Party GSTIN No.

Way Bill No. :

[redacted]
Branch : Himayathnagar

Vehicle No. : TS 08 UE 4962

* Goods once sold will not be taken back.
* No claim will be admitted by us once goods delivered from our premises.
* Interest rate @ 24% will be charged of this bill, if not paid within a week time.

For **Kaveri Timber Depot**

Purchase Order

 11-01-2023 14:03:38

96031
10.01.23 4:03:08

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

Supplier Details			
Kaveri Timber Depot	**Doc No**	96031	170677
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	11-01-2023	
	Quote No	Nil	
GSTIN 36AAFFK7078K1ZT	**Quote Date**	07-01-2023	
9441723939	**SupplyType**	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos *7'0 x 1.5" x 3/4" -500 nos*	500.00	112.00	0.00	18.00	66,080.00
				Total Order Value . . .		**66,080.00**

Rupees : Sixty Six Thousand Eighty Only.

Terms and Conditions :-

Specification / Brand	Salwood from Malyasia with design.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil.
Transportation Cost	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for Stock repleneshing 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

For ***Summit Sales LLP***
Authorised Signatory
Name : 12/01/2023

Name : ______________

Accepted the above Terms And Conditions
For ***Kaveri Timber Depot***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	07.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170677
Material required before date:		ID No.	83336

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR2403-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75Hmm-Nos	500	50	500		
2						
3						
4						
5						
6						
7						
8						
9						
10						

PO: 96031

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
09 JAN 2023
SOHAM MODI
MANAGING DIRECTOR