PURCHASE DIVISION
Advice for approval for credit to supplier (E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 04/02/23 | Prepared by | Ashajyothi | Serial no. | **14130** |
| Supplier name | Sathyavarapu Hardwares | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 23/01/23 | PO/WO No. | 96644 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1407 | 03/02/23 | 11,800/- | ☑ Yes □ No |
| 2. | 1400 | 02/02/23 | 1,63,110/- | ☑ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | / | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,74,910/- |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 116986, 116951 | 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: | 1,74,910/- |
| Amount E – PO / WO value: | 1,74,911/- |
| 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 | 13/02/23 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ashajyothi | | | | |
| Sign: | Ash | | | | |
| Date | 04/02/23 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
06 FEB 2023
MINISH PARIKH
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:36BCBPS4784B1ZJ PAN: BCBPS4784B

# Sathyavarapu Hardwares

*Dealers in : Kitchen Accessories & Exclusive Hardware*

# 2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. 1407 /22 - 23
Invoice Date : 03/02/23.
State : Telangana State Code36

Transportation Mode: LR No:
Vehicle Number: No. of Cases:
P.O. Number : Place of Supply:

**DETAILS OF CONSIGNEE:** **BILLED TO** **DETAILS OF RECEIVER:** **SHIPPED TO**

NAME: Summit Sales LLP.
Address: Medchal M.W.P. [illegible]
GSTIN: 36ABQFS2044C1Z7.
State: Telangana. State Code: 36.

NAME:
Address: 96644.
GSTIN:
State: State Code:

| S. No. | HSN/SAC Code | Description of Goods | Qty. | UoM | Rate | Disc % | GST % | Taxable Amount (Rs.) |
|---|---|---|---|---|---|---|---|---|
| 1 | 8302 | Magnetic Door Stopper. | 100 | no | 100/- | | 18%. | 10,000.00 |
| 2 | | Smart | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | INWARD | | | | | | |
| 9 | | Inward No. 19360 Dt: 3/2/23 | | | | | | |
| 10 | | MRN No: 116986 Dt: 4/02/23 | | | | | | |
| 11 | | Received By: Sign: | | | | | | |
| 12 | | SUMMIT SALES LLP | | | | | | |
| 13 | | C11800/- | | | | | | |
| 14 | | | | | | | | |

SUMMIT SALES LLP INWARD No: 16225 Date: 4/2/23 Sign: R.R. DIST.

| HSN Code | Taxable Amount | GST% | CGST | SGST | IGST | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Transport / If any | |
| | | | | | | Total Amount before Tax | 10,000.00 |
| | | | | | | Add. CGST 9%. | 900.00 |
| | | | | | | Add: SGST 9%. | 900.00 |
| | | | | | | Add: IGST | |
| Amount in words: Eleven thousand eight hundred only. | | | | | | GRAND TOTAL | 11800.00 |

We Bank with:
**HDFC BANK,**
**Paradise Branch, Secunderabad**
Current Account: **00422000029168**
RTGS/IFSC Code : **HDFC0000042**

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For **Sathyavarapu Hardwares**

Authorised Signatory

GSTIN:36BC[illegible] PAN: BCBPS4784B

# TAX INVOICE-CASH/CREDIT

# Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

# 2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. : 1400 /22 - 23
Invoice Date : 02/02/2023.
State : Telangana State Code36

Transportation Mode:
Vehicle Number:
P.O. Number : 96644
LR No:
No. of Cases:
Place of Supply:

**DETAILS OF CONSIGNEE:** BILLED TO

NAME: Summit Sales LLP.
Address: 5-4-187/3 3rd floor, M.G. Road, Sec-3
GSTIN: 36ACOFS2044C1Z7.
State: Telangana State Code: 36

**DETAILS OF RECEIVER:** SHIPPED TO

NAME:
Address:
GSTIN:
State: State Code:

| S. No. | HSN/SAC Code | Description of Goods | Qty. | UoM | Rate | Disc % | GST % | Taxable Amount (Rs.) |
|---|---|---|---|---|---|---|---|---|
| 1 | 8302 | 4" (100mm) Dorset SS | | | | | | |
| 2 | | Door hinges with screws | 200 | Pcs | 244/- | | 18 | 48800.00 |
| 3 | 8301 | Dorset mortise lock | | | | | | |
| 4 | | set. | 10 | set | 1818/- | | 18 | 18180.00 |
| 5 | 8301 | Dorset long cylinder lock | | | | | | |
| 6 | | set with keys. | 150 | set | 515/- | | 18% | 77250.00 |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | C 163141 | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |

SUMMIT SALES LLP R.R. DIST. IN WARD No. 16284 Date 6/2/23 Sign

INWARD Inward No. 19355 Dt: 2/2/23 MRN No: 146951 Dt: 2/02/23 Received By: Sign SUMMIT SALES LLP

| HSN Code | Taxable Amount | GST% | CGST | SGST | IGST |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|---|---|---|
| Transport / If any | | |
| Total Amount before Tax | | 138230.00 |
| Add. CGST | 9% | 12440.50 |
| Add: SGST | 9% | 12440.50 |
| Add: IGST | | |
| GRAND TOTAL | | 163110.00 |

Amount in words: One lakh sixty three thousand one hundred & ten only

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

8977633106
Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

# Purchase Order

Page(s) 1 Of 1 31-01-2023 17:18:37

96644
28.01.23 12:54:53

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

| **Supplier Details** | | |
|---|---|---|
| Sathyavarapu Hardwares,<br>#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.<br><br>**GSTIN** 36BCBPS4784B1ZJ<br>65910337. 9885316000. | | |
| | **Doc No** | 96644 170768 |
| | **Doc Date** | 23-01-2023 |
| | **Quote No** | nil |
| | **Quote Date** | 28-01-2023 |
| | **SupplyType** | Supply |

**Kind Attn : Mr. S. Ravi Kumar.**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos | 100.00 | 100.00 | 0.00 | 18.00 | 11,800.00 |
| 2 | 547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos | 150.00 | 515.00 | 0.00 | 18.00 | 91,155.00 |
| 3 | 205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos | 200.00 | 214.00 | 0.00 | 18.00 | 50,504.00 |
| 4 | 854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos | 10.00 | 1,818.00 | 0.00 | 18.00 | 21,452.40 |
| | | | | | **Total Order Value . . .** | **174,911.40** |

Rupees : One Lakh(s) Seventy Four Thousand Nine Hundred Eleven and Paise Fourty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Hardware is Dorset Brand |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all GST taxes |
| **Delivery Date** | with in 7 days. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Extra. |
| **Warranty** | Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty. |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose. |
| **Completion Date** | Nil |
| **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
01 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : 01/02/2023

Accepted the above Terms And Conditions

For *Sathyavarapu Hardwares,*

Name : ____________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 28.01.2023 |
| Site & Phase : | SHLLP | Time: | 11:00:00 |
| Unit No./Block No. | | | |
| Supplier: | | Req. No. | 170768 |
| Material required before date: | | ID No. | 83867 |

| S No | | Item | | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
|---|---|---|---|---|---|---|---|---|
| 1 | | HARD3459-Hardware-Cylinderacal Lock--Dorset--Nos | | 150 | 68 | 150 | | |
| 2 | | HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos | 94272 | 200 | 518 | 200 | | |
| 3 | 6478 | HARD3806-Hardware-Door Stopper----Nos | | 100 | 110 | 100 | | |
| 4 | 8541 | HARD6258-Hardware-Mortise Lock----Nos | PO:- 96644 | 10 | 29 | 10 | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

Remarks: For Stock Replenishing purpose

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

APPROVED BY
30 JAN 2023
SOHAM MODI
MANAGING DIRECTOR