PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	04/02/23	Prepared by	Asha jyothi	Serial no.	14120
Supplier name	Kaveri Timber depot			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	23/01/23	PO/WO No.	96396	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	210	28/01/23	51,776/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			50,976/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	116812	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	800+18%.		944/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			51,776/-
Amount E – PO / WO value:			50,948/-
Amount F – Difference (A – E):			828/-
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:	Asha jyothi	APPROVED			
Sign:	[signature]	06 FEB 2023			
Date	04/02/23	MINISH PARIKH			
Approval limit	Upto 20k	Above 20k MANAGER PROCUREMENT	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. 600 210

Date : 28.01.2023

M/s. SUMMIT SALES LLP

GST:- 36ACQFS2044C1Z7 [P.O:- 96396 | 170727] 23.01.2023

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
4407	INDP WOOD CUTSIZES					
	7' - 1½ x ¾ = 300 Nos - 2100 FT @ 16/-				33,600	00
	3' - 1½ x ¾ = 200 Nos - 600 FT @ 16/-				9,600	00
	E. & O.E.		TOTAL		43,200	00
			CGST 9 %		3,888	00
Party GSTIN No.			SGST 9 %		3,888	00
			IGST %			
Way Bill No. :			TRANSPORT		800	00
Vehicle No. : TS 08 UG 4206			TOTAL AMOUNT GST		51,176	00

INWARD
Inward No. 19340 Dt: 28/1/23
MRN No: 116812 Dt: 30/01/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No. 05228
Date: 4/2/23
Sign:

HDFC Bank
A/c. No. 50200005516244
IFSC Code : HDFC0000081
Branch : Himayathnagar

* 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

 23-01-2023 16:27:11 Ori

96396
10.01.23 4:03:12

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**	96396	170727
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	23-01-2023	
	Quote No	Nil	
GSTIN 36AAFFK7078K1ZT	**Quote Date**	21-01-2023	
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"*	300.00	112.00	0.00	18.00	39,648.00
2	240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos *3'0x1.5"x3/4"*	200.00	47.88	0.00	18.00	11,299.68
					Total Order Value . . .	**50,947.68**

Rupees : Fifty Thousand Nine Hundred Fourty Seven and Paise Sixty Eight Only.

Terms and Conditions :-

Specification /	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	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
- [x] High Value/quantity beyond limits
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
25 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name : 24/01/2023

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

Name :

Date : __/__/__

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 21.01.2023

Time: 11:00:00

Req. No. 170727

ID No. 83652

PO-96396.

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	300	50	300		
2	DOOR6527-Doors-Internal beading-Salwood--900Lx37.50Wx18.75Hmm-Nos	200	50	200		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenising purpose

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

APPROVED BY
21 JAN 2023
SOHAM MODI
MANAGING DIRECTOR