

PURCHASE DIVISION
Advice for approval for credit to supplier

(t)

Date: 20/02/23		Prepared by: Asha Jyothi		Serial no. 14914	
Supplier name: SR Furniture works		Project: SHLLP		HO inward no.	
Firm/Company: SLLP		PO/WO No. 97309		HO received date	
PO/WO date: 20/02/23		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	038	09/02/23	24,485/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			24,485/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 117590	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:			24,485/-
Amount E – PO / WO value:			24,485/-
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			
Remarks: 27/02/23 Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jyothi				
Sign:	<i>[Signature]</i>				
Date	20/02/23				
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

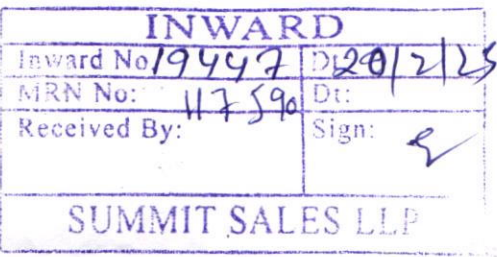
GST No. 36AC9K52044C127

Invoice No. : 038

Date : _____

P.O. No. : 97309

Date : 09/02/2023

SI.No.	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT
1.	Iron grille powder coating. Serial no: 6198 Dated: 09/02/2023  	7301	830kgs	25/-	20,750/-

Rupees in Words. Twenty four thousand
four Eighty five only/-

Total Amount Before Tax	20,750/-
CGST 9 %	1867.5
SGST 9 %	1867.5
IGST %	—
Total Amount After Tax	24485/-

Goods once sold will not be taken back

For **S R FURNITURE WORKS**

Customer Signature

Signature

Purchase Order

Page(s) 1 Of 1

20-02-2023 16:16:31

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



97309

08.02.23 3:48:30

Supplier Details

S R Furniture Works

Plot no 284, B.N.Reddy Nagar, Cherlapally, Hyderabad-500051

GSTIN 36BFUPK2271R1ZJ

8008984556

8008984556

Doc No

97309

170883

Doc Date

20-02-2023

Quote No

nil

Quote Date

20-02-2023

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	830.00	25.00	0.00	18.00	24,485.00

Total Order Value . . . 24,485.00

Rupees : Twenty Four Thousand Four Hundred Eighty 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

Accepted the above Terms And Conditions

For **S R Furniture Works**

Name :

Name :

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	20.02.2023			
Site & Phase :	SHLLP	Time:	10:00			
Supplier:		Req.No.	170883			
Material required before date:		ID No.	84453			
No	Description	Size	Quantity	Units	Inward No	Date
1.	Iron Grills powder coating		830	Kg's		
2.						
Remarks: For Powder coating purpose .						
Prepared By	M.Asha jyothi	Approved by				
Sign.& Date	20.02.2023	Sign. & Date				

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

PO :- 97309

