PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/03/2023	Prepared by	MINISH	Serial no.	15190
Supplier name	KRK Agencies.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	22/02/2023	PO/WO No.	97436.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	KRK-576	22/02/2023	4,500/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,500/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117957	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:	4,500/-
Amount E – PO / WO value:	4,500/-
Amount F – Difference (A – E):	NIL
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	06/03/2023.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
01 MAR 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.

☑ Original ☐ Duplicate ☐ Triplicate

KRK AGENCIES

3-3-20/2 , BAGH AMEER , KUKATPALLY , HYD , 500072
Phone no.: 9505680672
Email: krkagencies3@gmail.com
GSTIN: 36CBYPD9750K1ZT
State: 36-Telangana

Tax Invoice

Bill To:

SUMMIT SALES LLP

3RD FLOOR SOHAM MANSION 5-4-187 / 3 AND 4 M.G ROAD SECUNDERABAD

Contact No.: 9246364748

GSTIN Number: 36ACQFS2044C1Z7

State: 36-Telangana

Invoice No.: KRK576
Date: 22-02-2023

#	Item name	HSN/ SAC	Quantity	Unit	Price/ unit	GST	Amount
1	CC REGULAR COFFEE PREMIX 1KG	2101	10	Kg	₹ 381.35	₹ 686.43 (18.0%)	₹ 4499.93

INVOICE AMOUNT IN WORDS

Four Thousand Five Hundred Rupees only

TERMS AND CONDITIONS

Goods mentioned in the invoice are natural and quality.
Goods once sold will not taken back 🙏

Sub Total	₹ 3813.50
SGST@9.0%	₹ 343.22
CGST@9.0%	₹ 343.22
Round off	₹ 0.07
Total	**₹ 4500.00**
Received	₹ 0.00
Payment Mode	Credit

UPI SCAN TO PAY

Pay To-

Bank Name: HDFC BANK, VIVEKANANDA NAGAR

Bank Account No.: 50200063406776

Bank IFSC code: HDFC0001639

Account Holder's Name: KRK AGENCIES

For, KRK AGENCIES

KRK AGENCIES HYDERABAD

Authorized Signatory

INWARD
Inward No: 935 Dt: 23/2/23
MRN No: 117957 Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD No. 10645
Date 01/3/23
Sign:
R.R. DIST.

Purchase Order

 22-02-2023 16:17:53 Original / Office Copy / Purchase Div.Copy

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

Supplier Details

KRK Agencies
3-3-20/2, Bagh Ameer, Kukatpally, Hyderabad-500072

GSTIN 36CBYPD9750K1ZT
9505680672 9493839400

Doc No	97436	204549
Doc Date	22-02-2023	
Quote No	NILL	
Quote Date	10-02-2023	
SupplyType	Supply	

Kind Attn : D .Harish Babu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	10.00	381.35	0.00	18.00	4,499.93
		Total Order Value . . .			**4,499.93**

Rupees : Four Thousand Four Hundred Ninty Nine and Paise Ninty Three Only.

Terms and Conditions :-

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3&4, II nd Floor ,M.G.Road,Secunderabad-500003 .Phone 040-66335551 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nill
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	Nill
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is require to process invoice for payment .Do nat send original invoice to site. Original invoices must be sent to HO office or purchace site office.Proof of delivery /DC can be sent by email.

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For ***KRK Agencies***

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form							
Company Name:	Summit Sales LLP Common Expenses	Date:	10.02.2023				
Site & Phase :	Head Office	Time:	11:14				
Unit No./Block No.	97436 97436 coffee P.O						
Supplier:		Req. No.	204549				
Material required before date:		ID No.	84207				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	1 LTS 8	8 03				
2	CONS1624-Consumables-Handwash liquid----Nos	20					
3	CONS3861-Consumables-Detergent powder---500gms-Pkts	14					
4	CONS4790-Consumables-Dettol---550ml-Nos	6	03				
5	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	10					
6	CONS6196-Consumables-Cleaning Cloth----Nos	(Yellow cloth) 15					
7	CONS7608-Consumables-Phenyl---1 Ltr-Nos	8					
8	CONS6564-Consumables-Bombay Brooms Big ----Nos	8					
9	CONS7227-Consumables-Acid---1Ltr-Nos	10					
10	CONS9459-Consumables-Coconut Brooms----Nos	8					
11	CONS9748-Consumables-Detergent --Vim --Nos	20					
12	CONS1056-Consumables-Mopping Sitck----Nos	6					
13	CONS9057-Consumables-Cobweb broom stick----Nos	2					
14	CONS5492-Consumables-Scrubber----Nos	20					
15	CONS7495-Consumables-Air Freshner----Nos	(Odonil) 15					
16	CONS8219-Consumables-Plastic Covers----Nos	(Dust Bin Covers) 100					
17	CONS8219-Consumables-Plastic Covers----Nos	(Drum Covers) 200					
18	CONS9692-Consumables-Plastic Bucket-with mug White---Nos	4	3				
19	CONS9001-Consumables-Tea Flask----Nos	(Small) 1					
20	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	10					
712600							
Remarks:							
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Jai Kumar	Jai Kumar					
Approved By:	Jai Kumar. G						
Sign & Date:	10.02.2023						

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