PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/3/23	Prepared by	C/MWA	Serial no.	
Supplier name	K.S TAILORS			HO inward no	
Firm/Company	SUMMIT SOULCAP	Project	SUP	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	113	23/2/23	18,450/-	◻ Yes ◻ No
2.				◻ Yes ◻ No
3.				◻ Yes ◻ No
4.				◻ Yes ◻ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ◻ DCs/bill ◻ Steel report ◻ RMC pour report ◻ Solid block report ◻ Installation report	
MRN nos.: 118040 — 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:	18450/-
Amount E – PO / WO value.	18450/-
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C/MWA				
Sign:					
Date	3/3/23				
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.

25-02-2023 13:09:40

Purchase Order

97566
16.02.23 5:15:17

Original /

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

Supplier Details

Kannaboyina Srinivas (K.S. Gents Tailors)
11-3-296/15, Musheerabad, Secunderabad

GSTIN 0
8121579766
9948879766

Doc No	97566	167515
Doc Date	25-02-2023	
Quote No	Nil	
Quote Date	25-02-2023	
SupplyType	Supply And Application	

Kind Attn : Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	958300 - PROM-Promotions - Uniform Shirting Cloth-- - - - Per mtr *Sanjeet,Mahesh, & Niranjan Uniform shirts*	9.00	625.00	0.00	0.00	5,625.00
2	602000 - PROM-Promotions - Uniform Pants Cloth-- - - - Per mtr *Sanjeet,Mahesh, & Niranjan Uniform pants*	9.00	625.00	0.00	0.00	5,625.00
3	297200 - PROM-Promotions - Uniform Jacket Cloth-- - - - Per mtr *Sanjeet,Mahesh, & Niranjan Uniform Jackets*	3.00	2,400.00	0.00	0.00	7,200.00
					Total Order Value . . .	**18,450.00**

Rupees : Eighteen Thousand Four Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Sanjeet,Mahesh, & Niranjan Uniform & Jacket
Payment Terms	After deliver & Production bill
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	Nil
Completion Date	25-02-2023
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Kannaboyina Srinivas (K.S. Gents Tailors)*

CASH BILL Cell : 9948879766

K.S. TAILORS GENTS

1-3-296/15, Srinivas Nagar Colony, Secunderabad - 500 061

B No 113 Date 21/2/23

Name Summit Saleup

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
	SHIRT : 9 No,	5625	—
	PANT : 9 No,	5625	
	SAFARI :		
	Jacket - 3 No,	7,200	
	TOTAL	18,450	
	ADVANCE		
	Thanking you BALANCE		

Delivery Date :.........................

K-Sams

Signature

We are not responsible for the goods if not taken within 60 days

ISION

edit to supplier

	Serial no.		
	HO inward no		
	HO received date		
	Scan ID.		
	Bill amount	Original attached	
	18,450	▫ Yes ▫ No	
		▫ Yes ▫ No	
		▫ Yes ▫ No	
		▫ Yes ▫ No	

rt ▫ Solid block report ▫ Installation report

Proof of delivery matches MRN	▫ Yes ▫ No

	18,450
	18450

ed ▫ Short received ▫ Part received

balance material ▫ Other

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[illegible]				
Sign:	[signature]				
Date	3/3/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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