

PURCHASE DIVISION
Advice for approval for credit to supplier **E**

Date: 26/4/21		Prepared by: HEMENDRA	
PO/WO no. 76342		PO / WO Date. 10/4/21	
Supplier Name Kanki Timber depot		PO/WO amount 28,233/-	
Firm/Company S S L P		Project S H L P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	215	21/4/21	31,773/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			31,773/-
Sl. No.	DC No.	DC. Date	MRN No.
1.	215	21/4/21	71308
2.			
3.			
Amount B –Other Credits : Transportation charges + GST 18%			3,540/-
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			31,773/-
Amount E – PO / WO value:			28,233/-
Amount F – Difference (A – E): GST-18%			3,540/-
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ___/- ☒ No	
Payment – due date		31/4/21	
Remarks: In ch R 201			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	26/4		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-



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. **215** Date: **21.04.2021**.....

M/s. **SUMMIT SALES LLP**

Gst No. **36ACQFS2044C1ZT** [P.O. **76342/16857**] DATE: **10.04.2021**

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs. Ps.
	INDP WOOD CUTSIZES.				
	INDP 2.15 - 150x25 = 50 Nos - 350 FT @ 68/36				23,926 = W
	E. & O.E.				
Party GSTIN No.					
Way Bill No. :					
Vehicle No. : TS 08UE 4962					
				TRANSPORTING	3,000 = 00
				TOTAL	26,926 = W
				CGST 9 %	2,423 = 34
				SGST 9 %	2,423 = 34
				IGST %	
				ROFF (+)	.. 32
				TOTAL AMOUNT GST	31,778 = W

* 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.

Jaydish

For Kaveri Timber Depot

Purchase Order

Page(s) 1 Of 1

10-04-2021 13:11:08



76342

30.03.21 5:01:54

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 Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. GSTIN 36AAFFK7078K1ZT 9441723939	Doc No	76342	168577
	Doc Date	10-04-2021	
	Quote No	Nil	
	Quote Date	09-10-2020	
	SupplyType	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2237 - Carpentry - wood - Sal wood Beading - other - rft 7'0 x 6" x 1" - 50 lengths	350.00	68.36	0.00	18.00	28,232.68
Total Order Value . . .					28,232.68
Rupees : Twenty Eight Thousand Two Hundred Thirty Two and Paise Sixty Eight Only.					

Terms and Conditions :-

Specification / Brand	Salwood from Malyasia with design.
Payment Terms	Within 10days of 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
Penalty For Delay	Nil.
Transportation Cost	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for making of landscaping benches purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

10/04/2021

Name : _____

Accepted the above Terms And Conditions

For **Kaveri Timber Depot**

Name : _____

Date : ____/____/____

Requisition Form

[illegible]

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