

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	11/6/21	Prepared by:	HEMENDRA
PO/WO no.	77404	PO / WO Date.	4/6/21
Supplier Name	Kaveri Trans Ben Depot	PO/WO amount	34,249/-
Firm/Company	SSLP	Project	SSLP
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	238	11/6/21	34,750/-
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	238	11/6/21	92624	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:

Amount E - PO / WO value:

Amount F - Difference (A - E): GST-18%

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

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:							
Date			22 JUN 2021				

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/-



CASH / CREDIT MEMO

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. 238 UNIONIT SALES LLP. Date: 11.06.2021.

M/s. QST :- 36ACQFS2044C1Z7. [P.O:- T7404/168707] 04/06/21

[illegible]

* 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

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04-06-2021 09:35:06



77404

06.05.21 4:35:40

From Company : **Summit Sales LLP**
5-4-187/38&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	77404	168707
Doc Date	04-06-2021	
Quote No	Nil	
Quote Date	01-04-2021	
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 1.5" x 3/4" - 150 nos	1,050.00	16.00	0.00	18.00	19,824.00
2 2237 - Carpentry - wood - Sal wood Beading - other - rft 3'0 x 1.5" x 3/4" - 100 nos	300.00	16.00	0.00	18.00	5,664.00
3 2237 - Carpentry - wood - Sal wood Beading - other - rft 7'6 x 3" x 1" - 30 nos	225.00	33.00	0.00	18.00	8,761.50
Total Order Value . . .					34,249.50
Rupees : Thirty Four Thousand Two Hundred Fourty Nine and Paise Fifty Only.					

Terms and Conditions :-

Specification / Brand	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
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 stock maintaine purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Prices shall remain fixed(Subject to change in GST) for a period of 12 months.

For Summit Sales LLP

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For Kaveri Timber Depot

Date : _/_/

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		27.05.2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		04:00	
Supplier				Req. No.		168707	
Material required before date:				ID No.		66297	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Internal Beading	7'x1.5"x3/4"	150	Nos			
2	Internal Beading	3'x1.5"x3/4"	100	Nos			
3	Main Door Beading	7'6"x3"x1"	30	Nos			
Remarks: For Stock Maintenance Purpose							
Prepared By		BHAVANI					
Sign. & Date		27.05.2021		Sign. & Date			

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

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28/5

Purchase Order

Page(s) 1 Of 1

04-06-2021 09:35:06

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

Kaveri Timber Depot

Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.

GSTIN 36AAFFK7078K1ZT

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Completion Date	NA
Measurment	Nil
Security	Nil
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For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Kaveri Timber Depot**

Name : _____

Date : ____/____/____