

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                |  |                    |  |                     |  |
|--------------------------------|--|--------------------|--|---------------------|--|
| Date: 25/1/22                  |  | Prepared by: Sneha |  | Serial no.: - 00182 |  |
| Supplier name: Sri Sri dealers |  |                    |  | HO inward no.       |  |
| Firm/Company: Summit Sales     |  | Project: SHUP      |  | HO received date    |  |
| PO/WO date: 14/1/22            |  | PO/WO No.: 84566   |  | Scan ID.            |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                        |
|--------|----------|-----------|-------------|----------------------------------------------------------|
| 1.     | 045      | 19/1/22   | 45,220/-    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Amount A – Bills total (Excluding Transport & Hamali Charges): 45,220/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

|                  |                                                                                                    |
|------------------|----------------------------------------------------------------------------------------------------|
| MRN nos.: 102494 | Proof of delivery matches MRN: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------|----------------------------------------------------------------------------------------------------|

Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 45,220/-

Amount E – PO / WO value: 128,702.60/-

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: 7/2/22

Remarks: - part bill -

| Approved by    | Purchase Officer | Purchase Manager | MD         | Accountant | Accounts Manager |
|----------------|------------------|------------------|------------|------------|------------------|
| Name:          | Sneha            | [Signature]      |            |            |                  |
| Sign:          | [Signature]      | [Signature]      |            |            |                  |
| Date:          | 25/1/22          | 25 JAN 2022      |            |            |                  |
| 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.



# Sri Sai Decors



#5-72/7, Ankushapur (V), Edulabad Road, Ghatkesar (M), Medchal Dist. - 501 301.

To, Summit Sales LLP  
5-4-187/3 and 4 II floor  
MG Road Secunderabad  
500003

Invoice No. **045** Date: 19/1/22  
D.C. No. Date:  
Vehicle No. TS 10 UB 4123  
Party GST No. 36ACAFS2044G1Z7

| S.No. | DESCRIPTION      | HSN  | Qty. | Sq. Mtr. | Rate | Rs.       | AMOUNT | Ps. |
|-------|------------------|------|------|----------|------|-----------|--------|-----|
|       | SKIN DOOR        | 4418 |      |          |      |           |        |     |
|       | 80 X 38 (pumber) |      | 15   | 316.66   | 117  | 37,045.00 |        |     |
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Invoice Value in words: forty five thousand two hundred and twenty only

Bank Details: UNION BANK OF INDIA

A/c. No.: 327501010220087

IFSC Code: UBIN0532754

Branch: Ghatkesar

## Terms &amp; Conditions:

1. Goods once sold will not be taken back.
2. Certified that the parlour given are true and correct.
3. Once the invoice has been made, alteration will not be done.

V. R. R. R.  
For SRI SAI DECORS

# Purchase Order



Ori

08.01.22 11:50:02

Page(s) 1 Of 1

21-01-2022 13:55:10

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

## Supplier Details

Sri Sai Decors  
Ghatkesar, Hyderabad, Telangana-501301

**GSTIN** 36ACAFS3574M1ZP

9885008785

9885008785

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 84566      | 169345 |
| <b>Doc Date</b>   | 14-01-2022 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 14-01-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Ram Mohan**

Purchase Order for the Supply of following Items.

| Item Name                                                           | Qty   | Rate     | Dis% | GST   | Amount            |
|---------------------------------------------------------------------|-------|----------|------|-------|-------------------|
| 1 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos | 10.00 | 2,132.00 | 0.00 | 18.00 | 25,157.60         |
| 2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"     | 30.00 | 1,690.00 | 0.00 | 18.00 | 59,826.00         |
| 3 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"     | 15.00 | 2,470.00 | 0.00 | 18.00 | 43,719.00         |
| <b>Total Order Value . . .</b>                                      |       |          |      |       | <b>128,702.60</b> |

Rupees : One Lakh(s) Twenty Eight Thousand Seven Hundred Two and Paise Sixty Only.

## Terms and Conditions :-

|                          |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification /</b>   | Mango wood frame, partial board filling, masonite skin both side, two panel door, Rate per sft is Rs. 117+18% GST.                                                                                                                               |
| <b>Payment Terms</b>     | 50% Advance balance after delivery                                                                                                                                                                                                               |
| <b>Tax</b>               | Included in the above prices                                                                                                                                                                                                                     |
| <b>Delivery Date</b>     | With in 7 days                                                                                                                                                                                                                                   |
| <b>Delivery Location</b> | Summit Housing LLP<br>Cherlapally, Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra                                                                                                                                          |
| <b>Penalty For Delay</b> | Nil                                                                                                                                                                                                                                              |
| <b>Transportation</b>    | Extra as per actuals                                                                                                                                                                                                                             |
| <b>Warranty</b>          | One year replacement warranty for doors if found defective or the skin peel off                                                                                                                                                                  |
| <b>Advance Paid</b>      | Rs.64,000-00, by cheque.....dated.....                                                                                                                                                                                                           |
| <b>Other Terms</b>       | We reserve the right to reject items not conforming to quality and specifications, Damages in suppliers account, above order is for stock eplanish, purpose.                                                                                     |
| <b>Completion Date</b>   | Nil                                                                                                                                                                                                                                              |
| <b>Assurment</b>         | Nil                                                                                                                                                                                                                                              |
| <b>Security</b>          | Nil                                                                                                                                                                                                                                              |
| <b>Remarks</b>           | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

**Summit Sales LLP**

Authorized Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Sri Sai Decors**

Date : \_\_/\_\_/\_\_

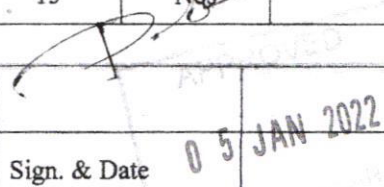
*Partial bill  
Bal not ours  
dt 19/1/22  
amount 45,220/-  
Bal amount receivable*

**Requisition Form**

|                                |  |                    |  |          |  |            |  |
|--------------------------------|--|--------------------|--|----------|--|------------|--|
| Company Name:                  |  | SUMMIT SALES LLP   |  | Date:    |  | 05-01-2022 |  |
| Site & Phase :                 |  | SUMMIT HOUSING LLP |  | Time:    |  | 11:00 AM   |  |
| Supplier                       |  |                    |  | Req. No. |  | 169345     |  |
| Material required before date: |  |                    |  |          |  | ID No.     |  |

| S.No | Description                            | Size    | Quantity | Units | Inward No |
|------|----------------------------------------|---------|----------|-------|-----------|
| 1    | Non WPC-Panel door-Internal ,bedroom   | 32"x82" | 10       | Nos   |           |
| 2    | Non WPC-Panel door-Internal ,bathroom  | 26"x80" | 30       | Nos   |           |
| 3    | Mortise Lock                           |         | 12       | Nos   |           |
| 4    | Cylindrical Lock                       |         | 48       | Nos   |           |
| 5    | SS Hinges                              | 1piece  | 200      | Nos   |           |
| 6    | Magnetic Door Stopper                  |         | 50       | Nos   |           |
|      | Non WPC Panel door-Internal ,Main Door | 38"x80" | 15       | Nos   |           |

Remarks: For Stock Replenishing Purpose

|              |            |                                                                                      |
|--------------|------------|--------------------------------------------------------------------------------------|
| Prepared By  | Vanajakshi |  |
| Sign. & Date | 05-01-2022 |                                                                                      |

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