PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/2/22	Prepared by	T.D. Mganey	Serial no.	2191
~~Supplier name~~	M. Sudarshan			~~HO inward no.~~	
Firm/Company	SSCP	Project	SHCP	HO received date	
PO/WO date	29/12/21	PO/WO No:	84049	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	171	2/2/22	21,871-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			21,871-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	103136	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:	21,871-00
Amount E – PO / WO value:	21,978-00
Amount F – Difference (A – E):	– 107-00
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: Short received and P.O. Closed.	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Mganey				
Sign:	[signature]	[signature]			
Date	2/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
02 FEB 2022
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.

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com
GSTIN No. 36BBIPM8347N1ZW

Name : Summit Sale's LLP
5-4-187/3&4 II Floor M G Road Sc-bad
GST No 36ACYFS2044C1Z7

Bill No. 171 Date : 2-2-2022
D.C No. Date : ....
Order No. 84049 Date : ....

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum Slyding Window Resizing 4'-0 x 4'-0 x 9 Nos			SFT 144-0	50-00	7200	00
2	— do — 2'-0 x 2'-0 x 16 Nos			64-0	50-00	3200	00
3	— do — 2'-0 x 4'-0 x 2 Nos			16-0	50-00	800	00
4	— do — 5'-0 x 4'-6 x 5 Nos			112-50	50-00	5625	00
5	— do — 2'-0 x 4'-6 x 2 Nos			18-0	50-00	900	00
	(Window Bearings 54 Nos Hardware)			54-0	15-00	810	00
		SUB TOTAL				18535	00
		SGST %		9		1668	15
		CGST %		9		1668	15
		IGST %					
		GRAND TOTAL				21871	30

Rupees In Words : Twenty one thousand Eight hundred Seventy one and Thirty Paise only

SUMMIT SALES LLP IN WARD No: 90390 Date: 2/2/22 Sign: R.R. DIST.

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

17634 INWARD Dt: 2/2/22
MRN No: 103136 Dt: 2/2/22
Received By: Sign:
SUMMIT SALES LLP

For **M. SUDARSHAN**

Signature

Purchase Order

 29-12-2021 15:51:25

84049

5:44:06

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

Supplier Details			
Mr. M. Sudarshan	**Doc No**	84049	169317
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	23-12-2021	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2402 - Carpentry - windows - Al.sliding Windows 3 track - 4 ft X 4 ft - Sft *Resize - 47.50" x 47.50" - 09 nos*	144.00	50.00	0.00	18.00	8,496.00
2	2414 - Carpentry - windows - Al. Ventilator - Top hung - 2 ft X 2 ft - Sft *Resize - 23.50" x 23.50" - 16 nos*	64.00	50.00	0.00	18.00	3,776.00
3	2413 - Carpentry - windows - Al. Openable window - 2 ft X 4 ft - Sft *Resize - 23.50" x 47.50" - 02 nos*	16.00	50.00	0.00	18.00	944.00
4	2205 - Carpentry - windows - Al. Openable - other - sft *Resize - 5'0 x 4'6"(59.50" x 53.50") - 05 nos*	112.50	50.00	0.00	18.00	6,637.50
5	2205 - Carpentry - windows - Al. Openable - other - sft *Resize - 2'0 x 4'6"(23.50" x 53.50") - 04 nos*	36.00	50.00	0.00	18.00	2,124.00
	2			**Total Order Value . . .**		**21,977.50**

Rupees : Twenty One Thousand Nine Hundred Seventy Seven and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for making of resize of KNM & AGH windows purpose.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	'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.'

For *Summit Sales LLP*

Authorised Signatory

30/12/2021

Name : ____________________

Name : ____________________

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	29/12/2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00
Supplier	MR. M. SUDARSHAN	Req. No.	169317
Material required before date:		ID No.	72516

No	Description	Size	Quantity	Units	Inward No	Date
1	AL. SLIDING WINDOWS – 3 TRACK	5' X 4' TO 4' X 4'	09	NOS		
2	AL. VENTILATOR - TOP HUNG	2' X 3' TO 2' X 2'	16	NOS		
3	AL. OPENABLE WINDOW	2' X 4'6'' TO 2' X 4'	02	NOS		
4	AL. OPENABLE WINDOW	6' X 4'6'' TO 5' X 4'6''	05	NOS		
5	AL. OPENABLE WINDOW	4' X 4' TO 2' X 4'6''	04	NOS		
6						
7						
8						
9						

Remarks: WINDOWS CAN BE RESIZE(KNM & AGH VILLAS) PURPOSE.

Prepared By	T D MURTHY	Sign. & Date	
Date:	29/12/2021		

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

84049

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

To,
M.D. Sir.

AI. windows that can be resized & new orders Ver3. dt. 13-05-2021.xls
AGH & KNM - dt. 23-12-2021

Company name: Summit Sales LLP
Subject: Al. windows that can be resized & New orders Ver 3
Prepared by: T.D. Murthy
Date: 23-12-2021

Sl.no.	Item Description	Size	Each window in Sft	AGH requirement	KNM requirement	Total requirement (in nos)	Window can be resize (at SSLLP stock)	Balance quantity to be ordered	Quantity in Sft	Rate in Sft (New rates)	Amount	GST - 18%	Total amount
1	Al. Sliding windows - 3 track	6'0 x 4'0	24.00	43.00	-	43.00	-	43.00	1,032.00	340 360	3,71,520.00	66,873.60	4,38,393.60
3	Al. Sliding windows - 3 track	4'0 x 4'0	16.00	9.00	-	9.00	9.00	-	-	360	-	-	-
4	Al. Fixed window	4'0 x 4'0	16.00	13.00	-	13.00	-	13.00	208.00	225	46.800.00	8,424.00	55,224.00
6	Al.Open. Ventilator - Tophung	2'0 x 2'0	4.00	18.00	5.00	23.00	16.00	7.00	28.00	500 525	14,700.00	2,646.00	17,346.00
7	Al. Openable windows	2'0 x 4'0	8.00	4	-	4.00	2	2.00	16.00	360 380	6,080.00	1,094.40	7,174.40
8	Al. Openable windows	5'0 x 4'6"	22.50	-	11.00	11.00	5.00	6.00	135.00	360 380	51,300.00	9,234.00	60,534.00
9	Al. Openable windows	4'0 x 4'6"	18.00	-	1.00	1.00	-	1.00	18.00	360 380	6,840.00	1,231.20	8,071.20
10	Al. Openable windows	2'0 x 4'6"	9.00	-	24.00	24.00	4.00	20.00	180.00	360 380	68,400.00	12,312.00	80,712.00
											5,65,640.00	1,01,815.20	6,67,455.20

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

APPROVED BY
23 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

Minimum get best rate and order.

T.D. Murthy
23/12/21

[illegible]
23/12/2021