PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	Heda	Serial no.	2352
Supplier name	Kaveri Tvin Ba Depot			HO inward no.	–
Firm/Company	SSLLP	Project	SRLLP	HO received date	–
PO/WO date	1/2/22	PO/WO No.	85042	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	356	2/2/22	49,324/-	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		48,144/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report		
MRN nos.: 10315	Proof of delivery matches MRN	☑ Yes □ No
Amount B – Other Credits : Transportation charges	1000/- + 18%	1,180/-
Amount C – Other Debits :		–
Amount D (D=A+B-C) – Amount to be credited to the supplier:		49,324/-
Amount E – PO / WO value:		48,144/-
Amount F – Difference (A – E):		1,180/-
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	10/2/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda				
Sign:		03 FEB 2022			
Date	3/2/22	MINISH PARIKH			
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.

GST NO. 36AAFFK7078K1ZT

Subject to Hyderabad Jurisdiction

~~CASH~~ / CREDIT MEMO

✆ : 040-27157218

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. 356

Date : 02.02.2022

M/s. SUMMIT SALES LLP

GST :- 36ACQFS2044C1Z7 [PO: 85042/169415 (01.02.22)]

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	INDPWOOD CUTSIZES.					
	7' - 1½ x ¾ =	300 Nos -	2100 FT	@ 16/-	33,600	00
	3' - 1½ x ¾ =	150 Nos	450 FT	@ 16/-	7,200	00
			TRANSPORTING.		1,000	00
	E. & O.E.		TOTAL		41,800	00
			CGST	9 %	3,762	00
			SGST	9 %	3,762	00
			IGST	%		

SUMMIT SALES LLP
IN WARD
No: 90462
Date: 3/2/22
Sign:
R.R. DIST.

INWARD
Inward No: 17636 Dt: 02/2/22
MRN No: 103151 Dt: 2/2/22
Received By:
Sign: SY
SUMMIT SALES LLP

Party GSTIN No.			
Way Bill No. :	HDFC Bank A/c. No. 50200005516244 IFSC Code : HDFC0000081 Branch : Himayathnagar	TOTAL AMOUNT GST	49,324 = 00
Vehicle No. : TS08UG 4206			

* 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.

Jagdish

For **Kaveri Timber Depot**

Purchase Order

 01-02-2022 14:37:09

85042
31.01.22 4:50:16

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	**Doc No**	85042	169415
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	01-02-2022	
	Quote No	Nil	
GSTIN 36AAFFK7078K1ZT	**Quote Date**	01-05-2021	
9441723939	**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" - 300 nos*	2,100.00	16.00	0.00	18.00	39,648.00
2	2237 - Carpentry - wood - Sal wood Beading - other - rft *3'0 x 1.5" x 3/4" - 150 nos*	450.00	16.00	0.00	18.00	8,496.00
					Total Order Value . . .	**48,144.00**

Rupees : Fourty Eight Thousand One Hundred Fourty Four 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
Penality For Delay	Nil.
Transportation Cost	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for stock replenishing purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
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

Name : 01/02/2022

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169415
Material required before date:	10.01.2022	ID No.	73408

No	Description	Size	Quantity	Units	Inward No	Date
1	Internal Beading	7'x1.5"x3/4"	300	Nos		
2	Internal Beading	3'x1.5"x3/4"	150	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	28.01..2022	Sign. & Date	

APPROVED BY
29 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

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

85042