10

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Sneha	Serial no.	2255
Supplier name	Summit Sales LLp			HO inward no.	
Firm/Company	SSLLp	Project	SHLLp	HO received date	
PO/WO date	18/2/22	PO/WO No.	85653	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	539	15/2/22	20060/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,060/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103954 — 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:	20,060/-
Amount E – PO / WO value:	20,060/-
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	28/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Prabhakar			
Sign:	Sneha	[signature]			
Date	19/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
19 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. : 36AAJFD4235B1ZU

TAX INVOICE CREDIT

Ph. : 66324157
M. : 9949170500
9396453642

DILPREET HARDWARE

Dealers In : **TVS, UNBRAKO, AVS, UOB & TWF** Brand Bolts & Nuts, Hardware & General Suppliers.
23 & 24, Lala Temple Complex, Ranigunj, Secunderabad - 500 003. (Telangana)

No. 539

Date 18/2/2022

M/s. Summit Sales LLP.

85653/169492
18/2/2022

Party GST No. 36ACQFS2044C1Z7

S. No.	Description	HSN Code	Qty.	Rate	Taxable Value
1.	M8×250 Anchor Bolt	7318	2000	8/50	17000 00
2.	(Hook Type)			Each	
3.					
4.					
5.					
6.					
7.	Rs. 20060/-				
8.					
9.					
10.					
11.	M. Shekar 9000978917			Total	17000 00
			CGST	9 %	1530 00
			SGST	9 %	1530 00
			IGST	18 %	
	Rupees in words			TOTAL AMOUNT	20060 00

SUMMIT SALES LLP
IN WARD
No: 91332
Date: 19/2
Sign:
R.R. DIST.

INWARD
Inward No: 17733 Dt: 18/2/22
MRN No: 103954 Dt: 19/2/22
Received By: Sign:
SUMMIT SALES LLP

Certified that the particulars given above are true and correct
Goods once sold will not be taken back.

For DILPREET HARDWARE

 18-02-2022 12:07:37

Purchase Order

85653
14.02.22 2:32:33

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			
Dilpreet Hardware	**Doc No**	85653	169492
23&24,Lala Temple Complex Ranigunj Sec - 500003	**Doc Date**	18-02-2022	
	Quote No	Nil	
GSTIN 36AAJFD4235B1ZU	**Quote Date**	18-02-2022	
66324157 9949170500	**SupplyType**	Supply	

Kind Attn : Mr. Tejas/Hari Mehta-9885051915

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2044 - Carpentry - hardware - Anchor Bolt (Hook type) - 8mm - nos *50mm lengtha*	2,000.00	8.50	0.00	18.00	20,060.00
				Total Order Value . . .		**20,060.00**

Rupees : Twenty Thousand Sixty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Premium qlty.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs.Above order forPlumbing, fire & safety net and cricket nets purpose.
Completion Date	Nil
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 :

Accepted the above Terms And Conditions

For *Dilpreet Hardware*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	17-02-2022
Site & Phase :	SHLLP	Time:	12: 04
Supplier	Dipreet Hardware	Req. No.	169492
Material required before date: 17-02-2022		ID No.	93939

No	Description	Size	Quantity	Units	Inward No	Date
1	Anchoe Bolt Hook type 8mm	50mm L	3000	Nos		
2						
3						
4						
5						
6	8857					
7						
8						
9						
10						

Remarks: - For tying of safety nets, cricket nets purpose

Prepared By	Prabhakar	Approved by	
Sign.& Date	17-02-2022	Sign. & Date	

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

APPROVED
17 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE