PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	26/02/22	Prepared by	Vanajakshi	Serial no.	2502
Supplier name	Abhinav Photo Frame works			HO inward no.	
Firm/Company	SSLP	Project	SHLP	HO received date	
PO/WO date	1/02/22	PO/WO No.	85065	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	230	2/02/22	6,060/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,060/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104245 — 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:	6,060/-
Amount E – PO / WO value:	6,060/-
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	7/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	26/02/22				
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.

Prop. : S. Mallesh PO - 85065 CASH BILL Cell : 9441792233

ABHINAV PHOTO FRAME WORKS

PHOTOFRAMES ❋ LAMINATION ❋ GALLERY

1-3-176/1, Padmashali Colony, Opp. Line Shiva Sai Wines, Kavadiguda,
Hyderabad - 500080. (T.S.)

No. 230 Date 02/02/22

M/s. Summit Sales LLP MG.Road Secbd
GST NO - 36ACQFS2044C1Z7

S. No.	Particulars	Qty.	Rate	Amount Rs.	Ps.
1)	15"x20" - Frame with Mirrors -	12	505-	6060	00
	INWARD Inward No: 17772 Dt: 25/2/22 MRN No: 104245 Dt: 26/2/22 Received By: Sign: SUMMIT SALES LLP			SUMMIT SALES LLP INWARD No: 91656 Date: 26/2 Sign: R.R. DIST.	
Rupees in words :			G. TOTAL	6060	00
			ADV.	—	
			BAL.	6060	00

* Collect Within 7 days
* No Responsibility for the loss or damage of your photo thereafter.

GSTIN : 36BSIPS1701B2Z3
Registered under Composite Schemes

For ABHINAV PHOTO FRAME WORKS

Purchase Order

 01-02-2022 13:58:51

85065
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			
Abhinav Photo Frame Works	**Doc No**	85065	169431
H.no. 1-3-176/C/1, P.S. Colony, Shiva Sai Wines lane, Kawadiguda, Hyderabad - 80.	**Doc Date**	01-02-2022	
	Quote No	Nil	
GSTIN 36BSIPS1701B2Z3	**Quote Date**	12-02-2019	
9441792233/8309441145	**SupplyType**	Supply	

Kind Attn : Mr. Mallesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2279 - Carpentry -glass - Frame with mirror - Other - Nos *15" x 20"*	12.00	505.00	0.00	0.00	6,060.00
					Total Order Value . . .	**6,060.00**

Rupees : Six Thousand Sixty Only.

Terms and Conditions :-

Specification / Brand	Above item shalll be of 'Saintgobain / Modi guard' brand 5mm thickness. Frame of fibre material.
Payment Terms	On delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 2days.
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	Rs. 6,060/- vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. 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

01/02/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Abhinav Photo Frame Works***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	01/02/2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	169431
Material required before date:		ID No.	73444

No	Description	Size	Quantity	Units	Inward No	Date
1	FRAME WITH MIRROR	15'' X 20''	12	NOS		
2						
3						
4						
5	85065					
6						
7						
8						

Remarks: ABOVE ORDER FOR STOCK REPLENISHING PURPOSE.

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	01/02/2022		

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