PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/03/2022	Prepared by	MINISH	Serial no.	L.2663
Supplier name	Sri Sai Decor's.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	22/02/2022	PO/WO No.	85804	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	054	07/03/2022	30,746/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			29,146/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report				
MRN nos :	104632		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:	30,746/-
Amount E – PO / WO value:	29,146/-
Amount F – Difference (A – E):	1,600/-
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	14/03/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		08 MAR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

...ya Namo

Om Sai Ram

GSTIN : 36ACAFS3574M1ZP

INVOICE CUM BILL

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 nd floor
M G Road Secunderabad
500003

Invoice No. 054 Date : 7/3/22
D.C. No. Date :
Vehicle No. TS 05 UA 6053
Party GST No. 36ACQFS2044C1Z7

S.No.	DESCRIPTION HSN	Qty.	Sq. Mtr/ Sft	Rate	AMOUNT Rs.	Ps.
	32mm Skin Doors 4418	8				
	80 X 38 Req No. PO Number 169494 PO -85804	10	211.11	117	24699	99

SUMMIT SALES LLP
IN WARD
No: 91956
Date: 8/3/22
Sign:
R.R. DIST.

INWARD
Inward No: 17817 Dt: 7/3/22
MRN No: 104632 Dt: 8/3/22
Received By: Sign:
SUMMIT SALES LLP

Total Amount Before Tax	24699	99
CGST @ 9%	2223	00
SGST @ 9%	2223	00
IGST @ 18%	—	—
Transport Charges	1600	00
Total Amount After Tax	30746	00

Invoice Value in words : Thirty thousand seven hundred and fourty six only.

Bank Details : UNION BANK OF INDIA
A/c. No. : 327501010220087
IFSC Code : UBIN0532754
Branch : Ghatkesar

Terms & 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. [signature]
For SRI SAI DECORS

Purchase Order

 23-02-2022 15:02:11

85804
14.02.22 2:36:58

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	**Doc No**	85804	169494
Ghatkesar, Hyderabad, Telangana-501301	**Doc Date**	22-02-2022	
	Quote No	Nil	
GSTIN 36ACAFS3574M1ZP	**Quote Date**	22-02-2022	
9885008785 9885008785	**SupplyType**	Supply	

Kind Attn : Ram Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	10.00	2,470.00	0.00	18.00	29,146.00
				Total Order Value . . .		**29,146.00**

Rupees : Twenty Nine Thousand One Hundred Fourty Six Only.

Terms and Conditions :-

Specification / Brand Mango wood frame, partical board filling, masonite skin both side, two panel door, Rate per sft is Rs. 117+18% GST.

Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in 6 days

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Penality For Delay Nil

Transportation Cost Extra as per actuals

Warranty One year replacement warranty for doors if found defective or the skin peel off

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, Damages in suppliers account, above order is for stock revision , 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 MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Sai Decors*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022
Site & Phase :	SSHLP	Time:	1.00
Supplier		Req.No.	169494
Material required before date:		ID No.	74068

No	Description	Size	Quantity	Units	Inward No	Date
1	Mortise lock		8	Nos		
2	SS hinges		80	Nos		
3	Magnetic door stopper		50	Nos		
4	Non-WPC panel door	38"x80"	10	Nos		

8580 8580 8580

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.02..2022	Sign. & Date	22 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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