

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/03/2022		Prepared by: MINISH		Serial no.2752																															
Supplier name: M. Sudareshan.				HO inward no.																															
Firm/Company: SLLP.		Project: SLLP.		HO received date																															
PO/WO date: 07/03/2022		PO/WO No. 86179.		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	172	08/03/2022	7,009/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):			7,009/-																																
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos:	104675 -		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:			7,009/-																																
Amount E – PO / WO value:			7,009/-																																
Amount F – Difference (A – E):			NIL.																																
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:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:						Sign:						Date						Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																														
Name:																																			
Sign:																																			
Date																																			
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.



TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollaram, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name :

Summit Sales LLP

1-5-187/344 II Floor MG Road Sec-bad

GST No 36 ACQFS 2044 C127

Bill No.

Date : 8-3-22

D.C No.

172

Date :

Order No. 86179

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	Aluminum powder coating open window with 4mm plain Glass 2'0" x 4'-6" x 2 Nos			SFT 18-0	330=0	5940	00
INWARD inward No: 17823 Dt: 8/3/22 MRN No: 104625 Dt: 9/3/22 Received By: Sign: <i>[Signature]</i> SUMMIT SALES LLP							

Rupees In Words : Seven thousand

Nine Rupees and Twenty

Paise only

SUB TOTAL				5940	00
SGST	%	9		534	60
CGST	%	9		534	60
IGST	%				
GRAND TOTAL				7009	20

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 responsibility ceases no seener goods are handed over to the carrying agency.
4. Subject to secunderabad Jurisdiction Only.

For **M. SUDARSHAN***[Signature]*

Signature

Purchase Order

Page(s) 1 Of 1

07-03-2022 16:20:50



86179

28.02.22 2:52:28

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 H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad. GSTIN 36BBIPM8347N1ZW 9849102251	Doc No	86179	183433
	Doc Date	07-03-2022	
	Quote No	Nil	
	Quote Date	10-08-2021	
	SupplyType	Supply And Installation	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2205 - Carpentry - windows - Al. Openable - other - sft 23.50" x 53.50" - 02 nos	18.00	330.00	0.00	18.00	7,009.20
Total Order Value . . .					7,009.20

Rupees : Seven Thousand Nine and Paise Twenty 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	Next day.
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% pty 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 KNM site 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

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	07/03/2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00
Supplier		Req. No.	18340833
Material required before date:		ID No.	74425

No	Description	Size	Quantity	Units	Inward No	Date
1	AL. OPENABLE WINDOW	2'0 X 4'6"	02	NOS		
2						
3						
4						
5						
6						
7						
8						

Remarks: ABOVE ORDER FOR KNM PURPOSE

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	07/03/2022		

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