PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/03/2022	Prepared by	MINISH.	Serial no.	. 2014
Supplier name	Kaveri Timber Depot.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	25/02/2022	PO/WO No.	85896.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	375	04/03/2022	74,783/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	~~74,783/-~~	73,013/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos	104708	Proof of delivery matches MRN	☑ Yes □ No

Amount B – Other Credits : Transportation charges	1500 + 18%.	1,770/-
Amount C – Other Debits :		–
Amount D (D=A+B-C) – Amount to be credited to the supplier:		74,783/-
Amount E – PO / WO value:		73,013/-
Amount F – Difference (A – E):		1,770/-
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	21/03/2022	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 11 MAR 2022 MINISH PARIKH MANAGER PROCUREMENT			
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.

1

GST NO. 36AAFFK7078K1ZT | Subject to Hyderabad Jurisdiction | ✆ : 040-27157218

CASH / CREDIT MEMO

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. 375

Date : 04.03.2022

M/s. SUMMIT SALES LLP

GST:- 36ACQFS2044C1Z7 [P.O: 85896|169512] 25.02.22

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	IMP WOOD CUTSIZES					
	7½ - 3x1 = 200NOS	1500FT @ 33/-			49,500	00
	3¾ - 3x1 = 100NOS	375FT @ 33/-			12,375	00
			TRANSPORTING		1500	00
	E. & O.E.		TOTAL		63,375	00
			CGST	9 %	5,703	75
Party GSTIN No.			SGST	9 %	5,703	75
			IGST	%		
Way Bill No. :	HDFC Bank A/c. No. 50200005516244 IFSC Code : HDFC0000081 Branch : Himayathnagar		ROFF		(+).	50
Vehicle No. : TS 08UE 4963			TOTAL AMOUNT GST		74,783	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 92180 Date: 10/3 Sign:

INWARD
Inward No: 7826 Dt: 9/3/22
MRN No: 104708 Dt: 9/3/22
Received By: Sign:
SUMMIT SALES LLP

* 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.

For **Kaveri Timber Depot**

Purchase Order

 25-02-2022 13:53:28

85896
14.02.22 2:58:36

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**	85896	169512
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	25-02-2022	
	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 *3'9" x 3" x 1" - 100 nos*	375.00	33.00	0.00	18.00	14,602.50
2	2237 - Carpentry - wood - Sal wood Beading - other - rft *7'6" x 3" x 1" - 200 nos*	1,500.00	33.00	0.00	18.00	58,410.00
				Total Order Value . . .		**73,012.50**

Rupees : Seventy Three Thousand Twelve and Paise Fifty 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

25/02/2022

Name :

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	23.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169512
Material required before date:		ID No.	74154

No	Description	Size	Quantity	Units	Inward No	Date
1	Internal Beading	7'6"x3"x1"	200	Nos		
2	Internal Beading	3'9"x3"x1"	100	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	23.02..2022	Sign. & Date	

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

85896

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR