PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/03/2022	Prepared by	MINISH	Serial no.	2018
Supplier name	Sri Sai Decor's.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	~~14/01/2022~~ 14/01/2022	PO/WO No.	84566.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	055	11/03/2022	46,699/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	45,099/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		

MRN nos	104811	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B –Other Credits : Transportation charges 1,600/-	1,600/-
Amount C –Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	46,699/-
Amount E – PO / WO value:	1,28,703/-
Amount F – Difference (A – E):	82,004/-
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	Advance Paid 84,000/-, Balance to Pay
Remarks: Part Quantity recieved, Balance Amount recievable Rs 38,384/-	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:		14 MAR 2022			
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.

Gurudavay Namo PO - 84566. **INVOICE CUM BILL** Om Sai Ram

GSTIN : 36ACAFS3574M1ZP

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 floor
M G Road Secunderabad

Invoice No. 055 Date : 11/3/22
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.
	2 pannel skin	4418					
	82 x 32		10	182.22			
	80 x 26		10	144.44			
	PO number = 169345 Reg						
			20	326.66	117	38219	00
				Total Amount Before Tax		38219	00
				CGST @ 9%		3440	00
				SGST @ 9%		3440	00
				IGST @ 18%		–	–
				Transport Charges		1600	00
				Total Amount After Tax		45,699	00

SUMMIT SALES LLP
INWARD
No. 92210
Date: 12/3

INWARD
Inward No: 17840 Dt: 11/3/22
MRN No: 04811 Dt: 12/3/22
Received By: Sign:
SUMMIT SALES LLP

Invoice Value in words : fourty five thousand six hundred and ninty nine only (46699/-).

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.

For **SRI SAI DECORS**

Purchase Order

84566

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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	84566	169345
Ghatkesar, Hyderabad, Telangana-501301	Doc Date	14-01-2022	
	Quote No	Nil	
GSTIN 36ACAFS3574M1ZP	Quote Date	14-01-2022	
9885008785 9885008785	SupplyType	Supply	

Kind Attn : Ram Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos ✓	10.00	2,132.00	0.00	18.00	25,157.60
2	2360 - Carpentry - doors - Panel Doors - Others - Nos 20P *26"x80"*	30.00	1,690.00	0.00	18.00	59,826.00
3	2360 - Carpentry - doors - Panel Doors - Others - Nos ✓ *38"x80"*	15.00	2,470.00	0.00	18.00	43,719.00
	Total Order Value . . .					**128,702.60**

Rupees : One Lakh(s) Twenty Eight Thousand Seven Hundred Two and Paise Sixty Only.

Terms and Conditions :-

Specification /	Mango wood frame, partical board filling, masonite skin both side, two panel door, Rate per sft is Rs. 117+18% GST.
Payment Terms	50% Advance balance after delivery
Tax	Included in the above prices
Delivery Date	With in 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	One year replacement warranty for doors if found defective or the skin peel off
Advance Paid	Rs.64,000-00, by cheque..........dated.........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damages in suppliers account, above order is for stock eplanish, 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.~~'

Part bill
Bill not our
dt 19/1/22
amount 45,220/-
Bal amount receivable

DELIVERY DETAILS

Bill no.	Bill Dt.	Amount
055	11/03/22	46,699/-

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Sai Decors**

Bal- 36,784/-

Name : ______ Name : ______ Date : __/__/____

Contact - -

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	05-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169345
Material required before date:		ID No.	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC-Panel door-Internal ,bedroom	32"x82"	10	Nos		
2	Non WPC-Panel door-Internal ,bathroom	26"x80"	30	Nos		
3	Mortise Lock		12	Nos		
4	Cylindrical Lock		48	Nos		
5	SS Hinges	1piece	200	Nos		
6	Magnetic Door Stopper		50	Nos		
	Non WPC Panel door-~~Internal~~ ,Main Door	38"x80"	15	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		
Sign.& Date	05-01-2022	Sign. & Date	05 JAN 2022

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