

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 15/3/22		Prepared by: Ranya		Serial no. 2187	
Supplier name: Sri Sai Decor.				HO inward no.	
Firm/Company: SS LLP		Project: SHLLP		HO received date	
PO/WO date: 25/2/22		PO/WO No. 85934		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	056	14/3/22	31,146	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				31,146	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 104907		Proof of delivery matches MRN		☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges				2000/-	
Amount C – Other Debits :					
Amount D (D=A+B-C) – Amount to be credited to the supplier:				31,146.00/-	
Amount E – PO / WO value:				29,146.00/-	
Amount F – Difference (A – E):				2000/-	
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		21/3/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ranya				
Sign:		10 MAR 2022			
Date	15/3/22				
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.



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 Cr Road Secunderabad

Invoice No. **056** Date: 14/3/22
D.C. No. Date:
Vehicle No. TS08UD9083
Party GST No. 36ACAFS2044C127

S.No.	DESCRIPTION	HSN	Qty.	Sq. Mtr.	Rate	Rs.	AMOUNT	Ps.
	30 mm Skin Door	4418						
	80 X 38 po number = 85934		10	211.11	117	24700		00
INWARD No. 92295 Date: 15/3 Sign: L INWARD Inward No: 17845 Dt: 14/3/22 MRN No: 104907 Dt: 15/3/22 Received By: Sign: 9 SUMMIT SALES LLP				Total Amount Before Tax	24700	00		
				CGST @ 9%	2223	00		
				SGST @ 9%	2223	00		
				IGST @ 18%				
				Transport Charges	2000	00		
				Total Amount After Tax	31146	00		

Invoice Value in words: <i>thirty one thousand one hundred and four six only</i>	
Bank Details : UNION BANK OF INDIA	
A/c. No. : 327501010220087	
IFSC Code : UBIN0532754	
Branch : Ghatkesar	
Terms & Conditions :	

Invoice Value in words: Fifty one thousand one hundred and four 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. Pulka
For SRI SAIDECORS

Purchase Order

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25-02-2022 17:26:51



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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

85934

14.02.22 3:00:03

Supplier Details

Sri Sai Decors
Ghatkesar, Hyderabad, Telangana-501301

GSTIN 36ACAFS3574M1ZP

9885008785

9885008785

Doc No	85934	169513
Doc Date	25-02-2022	
Quote No	Nil	
Quote Date	25-02-2022	
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

Penalty 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 **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Sai Decors**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		23.02.2022	
Site & Phase :		SSHLP		Time:		1:00	
Supplier				Req.No.		169513	
Material required before date:			ID No.			74155	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mortise lock		8	Nos			
2	Cylindrical lock		24	Nos			
3	SS Hinges per 1 piece		80	Nos			
4	Non WPC-Panel door-internal main door	38"x80"	10	Nos			
Remarks: For Stock Replenishing 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.

