PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	15/3/22	Prepared by	Ramya	Serial no.	2188
Supplier name	Sri Sai Decors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/01/22	PO/WO No.	84566	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	057	14/3/22	39,883.	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	39,883

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

MRN nos :	104904	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:	39.883
Amount E – PO / WO value:	128,702.60
Amount F – Difference (A – E):	88,819

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	21/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				-
Sign:	[signature]	16 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.

Gurudavaya Namo

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. 057 Date : 14/3/22
D.C. No. Date :
Vehicle No. TS 08 UD 9083
Party GST No. 36ACQFS2044C1Z7

S.No.	DESCRIPTION HSN	Qty.	Sq. Mtr/ Sft	Rate	AMOUNT Rs.	Ps.
	30 MM Skin Door 4418 80 X 26 ponumber = 84566	20	288.88	117	33,799	00
			288.88			
			Total Amount Before Tax		33799	00
			CGST @ 9%		3042	00
			SGST @ 9%		3042	00
			IGST @ 18%		—	—
			Transport Charges		—	—
			Total Amount After Tax		39,883	00

SUMMIT SALES LLP
IN WARD
No: 92294
Date: 15/3
Sign: L
R.R. DIST.

INWARD
Inward No: 17844 Dt: 14/3/22
MRN No: 104904 Dt: 15/3/22
Received By: Sign: S
SUMMIT SALES LLP

Invoice Value in words : thirty nine thousand eight hundred eight three 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.

For SRI SAI DECORS

Purchase Order

84566
08.01.22 11:50:02

 21-01-2022 13:55:10 Ori

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 *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 no : 045
dt 19/1/22
amount 45,220/-
Bal. amount receivable

DELIVERY DETAILS

No.	Bill no.	Bill Dt.	Amount
1.	055	11/03/22	46,699/-

Bal- 36,784/-

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions
For *Sri Sai Decors*

Name : ____________

Date : __/__/____

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	APPROVED 05 JAN 2022 Sr. MANAGER PURCHASE

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