

PURCHASE DIVISION
Advice for approval for credit to supplier



6922

Date: 4/8/22		Prepared by: B. S. Prasad		Serial no. 6922	
Supplier name: Elegant Enterprises		Project: STHLP		HO inward no.	
Firm/Company: STHLP		PO/WO No. 90492		HO received date	
PO/WO date: 28/7/22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE2223-01E2	28/7/22	18,809-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 18,809-00		
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 110222	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: 18,809-00		
Amount E – PO / WO value: 18,809-00		
Amount F – Difference (A – E):		
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: 11/8		
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		B. S. Prasad			
Sign:					
Date		28/7/22			
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 weightment 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.

9355



Purchase Order

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28-07-2022 3:12:06 PM



90492

14.07.22 12:47:30

From Company : **Summit Sales LLP**

5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier Details

Elegant Enterprises

5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No

90492

170033

Doc Date

28-07-2022

Quote No

Nil

Quote Date

25-07-2022

SupplyType

Supply

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 562000 - ELSW-Electrical - ACCL- Automatic-2 Pole -L&T - 10-30amps - Nos	10.00	1,594.00	0.00	18.00	18,809.20
Total Order Value . . .					18,809.20
Rupees : Eighteen Thousand Eight Hundred Nine and Paise Twenty Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** Within 30 days of delivery.**Tax** GST included in above price.**Delivery Date** Within 3 days**Delivery Location** Summit Housing LLP

Cherlapally,Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Order for material required for Stock replenish 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 invoice must be sent to HO office. proof of delivery/DC can be sent by email.For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**Name : 

Name : _____

Date : __/__/__

Contact - -

The first part of the document discusses the importance of maintaining accurate records of all transactions. It is essential to ensure that every entry is properly documented and verified. This process helps in identifying any discrepancies or errors early on, preventing them from escalating into larger issues. The second part of the document outlines the various methods used to collect and analyze data. These methods include direct observation, interviews, and the use of specialized software tools. Each method has its own strengths and limitations, and it is important to choose the right one for the specific task at hand. The third part of the document provides a detailed overview of the results obtained from the data collection process. It includes a series of tables and graphs that illustrate the trends and patterns in the data. These visual aids are crucial for understanding the underlying causes of the observed phenomena and for making informed decisions based on the findings. The final part of the document offers a series of recommendations and suggestions for future research and action. These recommendations are based on the insights gained from the analysis and are designed to help improve the overall quality and efficiency of the process. It is hoped that these suggestions will be helpful and that they will lead to a more successful outcome in the future.

Requisition Form									
Company Name:		SSLLP		Date:		25.07.2022			
Site & Phase :		SHLLP		Time:		11:00			
Supplier:				Req. No.		170033			
Material required before date:		29.07.2022		ID No.		78392			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	ELSW4199-Electrical-MCB---16 amps-Nos	48	121	48					
2	ELSW4374-Electrical-Isolater-4 Pole--40 amps-Nos	12	12	12					
3	ELSW5620-Electrical-ACCL- Automatic-2 Pole -L&T -10-30amps-Nos	10	9	10					
4									
5									
6									
7									
8									
9									
10									
Remarks:		For SSLLP site office Purpose.							
Prepared By:		Engineer		Project Manager		Purchase		MD	
Approved By:		Vanajakshi							
Sign & Date:		Prabahkar							

MD

APPROVED BY

25 JUL 2022

SOHAM MODI
MANAGING DIRECTOR

