

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		5-12-22		Prepared by	S. Jaysudha		Serial no.	11303	
Supplier name		Pratul Sanitary				HO inward no.			
Firm/Company		SS LLP		Project	SH LLP		HO received date		
PO/WO date		24-11-22		PO/WO No.	94327		Scan ID.		
Sl no.	Bill no.		Bill date		Bill amount		Original attached		
1.	864		1-12-22		21,082/-		☐ Yes ☐ No		
2.							☐ Yes ☐ No		
3.							☐ Yes ☐ No		
4.							☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):							21,082/-		
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report									
MRN nos.:		114616			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:							21,082/-		
Amount E – PO / WO value:							21,082/-		
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				12-12-22					
Remarks: final bill									
Approved by	Purchase Officer	Purchase Manager		M D		Accountant		Accounts Manager	
Name:									
Sign:	05 DEC 2022								
Date	MINISH PARIKH								
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.

(ORIGINAL FOR RECIPIENT)

(DUPLICATE FOR TRANSPORTER)



Purchase Order

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16.11.22 3:26:22

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No		94327 170467
	Doc Date		24-11-2022
	Quote No		NIL
	Quote Date		22-11-2022
	SupplyType		Supply

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name		Qty	Rate	Dis%	GST	Amount
1	1111100 - PLUM-Plumbing - Loft Tank-- - 200ltrs - Nos	10.00	1,700.00	15.00	18.00	17,051.00
2	892800 - PLUM-Plumbing - PVC-SWR-Reducer Tee- - 100x75mm - Nos	22.00	312.41	65.00	18.00	2,838.56
3	635100 - PLUM-Plumbing - Rigid-Elbow- - 50mm - Nos 50mmx45degree	50.00	57.75	65.00	18.00	1,192.54
Total Order Value . . .						21,082.09
Rupees : Twenty One Thousand Eighty Two and Paise Nine Only.						

Terms and Conditions :-

Specification /	All items shall be of Sudhakar brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
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. 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 invoice must b

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : ____/____/____

Requisition Form					
Company Name:	SSLP	Date:	22.11.2022		
Site & Phase :	SHLLP	Time:			
Unit No./Block No.					
Supplier:		Req. No.	170467		
Material required before date:		ID No.	81819		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No Inward Date
1	PLUM1111-Plumbing-Loft Tank---200lrs-Nos	10	8	10	
2	PLUM8928-Plumbing-PVC-SWR-Reducer Tee--100x75MM-Nos	22	0	22	
3	PLUM6351-Plumbing-Rigid-Elbow--50MM-Nos	50	4	50	
4					
5					
6					
7					
8					
9					
10					
Remarks:	For Stock Replenishing purpose				
					
Prepared By:	Engineer	Project Manager		Purchase	MD
Approved By:	Ashajyothi				
Sign & Date:	Minish				

APPROVED BY
 22 NOV 2022
 SOHAM MODI
 MANAGING DIRECTOR