

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 13-12-22		Prepared by: S. Jaysudha		Serial no. 11618	
Supplier name: Prabhat Sanitary		Project: SH LLP		HO inward no.	
Firm/Company: SS LLP		PO/WO No. 94297		HO received date	
PO/WO date: 23-11-22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	896	8-12-22	23,244/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 23,244/-

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

MRN nos.: 114817	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 23,244/-

Amount E – PO / WO value: 23,244/-

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: 19-12-22

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
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.

(ORIGINAL FOR RECIPIENT)

State Name : Telangana, Code : 36

Self

Destination
Cherlapally

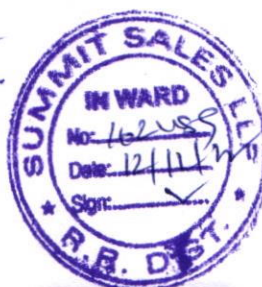
E. & O.E.

Tax Amount (in words) : **Indian Rupees Three Thousand Five Hundred Forty Five and Sixty Four paise Only**

Authorized Signatory

This is a Computer Generated Invoice

INWARD	
Inward No. 19098	Di: 9/12/22
MRN No: 14817	Di: 9/12/22
Received By:	Sign: 
SUMMIT SALES LLP	



Purchase Order

Page(s) 1 Of 1

23-11-2022 16:49:42

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94297

16.11.22 3:08:33

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	94297	170465
	Doc Date	23-11-2022	
	Quote No	Nil	
	Quote Date	21-11-2022	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7309 - Plumbing - sanitary - Seat Cover - NA - nos <i>Elios-seat cover</i>	6.00	1,030.00	30.00	18.00	5,104.68
2 7299 - Plumbing - sanitary - Fittings - NA - nos <i>Elios-Tank fitting</i>	9.00	2,440.00	30.00	18.00	18,138.96
Total Order Value . . .					23,243.64

Rupees : Twenty Three Thousand Two Hundred Fourty Three and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Within 30days of delivery of all materials & production of bill.
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 Cost	Extra.
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	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : 24/11/22

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		21.11.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		170465	
Material required before date:					ID No.		81727.
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Etios-Seat cover	1,030-230/- +18/-	6	No's			
2.	Etios-Tank Fitting	2,440/- 230/- +18/-	9	No's			
Remarks: For Powder coating purpose .							
Prepared By		M.Ashajyothi		Approved by			
Sign.& Date		21.11.2022		Sign. & Date			

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

