

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 09/01/23		Prepared by: Asha Jayothi		Serial no. 13005	
Supplier name: Vijetha Earthing system		Project: SHLLP		HO inward no.	
Firm/Company: SCLLP		PO/WO date: 14/11/22		HO received date	
PO/WO No. 93970		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2687 / 22-23	3/01/23	62,009 /-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			62,009 /-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 115934	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:			62,009 /-
Amount E – PO / WO value:			62,009 /-
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		16/01/23	
Remarks: Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jayothi				
Sign:	[Signature]				
Date	09/01/23				
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.

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	100mm Dia 2.75 Mtrs Lenght 4mm Thick	73030020	18 %	15 nos	✓ 2,850.00	nos		42,750.00
2	50mm Dia 1.8 Mtrs Lenght 3. 5mm Thick	73030020	18 %	10 nos	✓ 980.00	nos		9,800.00
								52,550.00
								CGST SGST
								4,729.50 4,729.50
								Total
				25 nos				₹ 62,009.00

E. & O.E

for Vijetha Earthing System

INWARD	
Inward No. 19236	Dt: 3/1/23
MRN No: 115934	Dt: 2/1/23
Received By:	Sign: SUBJECT ✓ This is a
SUMMIT SALES LLP	



Authorised Signatory

Purchase Order

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14-11-2022 13:53:50



01.11.22 3:07:40

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

Supplier Details

Vijetha Earthing System *vijethaearthing@yahoo.co.in*
4-3-303/1, Old Bhoiguda, RP Road, Secunderabad.

GSTIN 36 AJSPA4123B1ZP

040-66484666

9701971117

Doc No	93970	170397
Doc Date	14-11-2022	
Quote No	Nil	
Quote Date	10-11-2022	
SupplyType	Supply	

Kind Attn : Girish Agarwal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 574400 - ELEC-Electrical - CI-Electrode- - 100X2750mm - Nos	15.00	2,850.00	0.00	18.00	50,445.00
2 880400 - ELEC-Electrical - CI-Electrode- - 50X1800mm - Nos	10.00	980.00	0.00	18.00	11,564.00
Total Order Value . . .					62,009.00

Rupees : Sixty Two Thousand Nine Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% as Advance

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 Nil

Warranty Nil

Advance Paid Rs.62,009/- by RTGS/NEFT

Other Terms We reserve the right to reject items not conforming to quality and specifications. 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 be sent to HO Office or Purchase site office. Proof of delivery/DC can be sent by email

For MDs APPROVAL

- ☒ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SLLP stock
- ☐ Other



For **Summit Sales LLP**

Authorised Signatory

Name :

[Signature]
15/11/22

Name :

Accepted the above Terms And Conditions

For **Vijetha Earthing System**

Date : _/_/

Requisition Form							
Company Name:		SSLP	Date:	10.11.2022			
Site & Phase :		SHLLP	Time:				
Unit No./Block No.							
Supplier:			Req. No.	170397			
Material required before date:			ID No.	81527			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC5744-Electrical-CI-Electrode--100X2750MM-Nos	15	✓	2	15		
2	ELEC8804-Electrical-CI-Electrode--50X1800MM-Nos	10	✓	9	10		
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		For stock Replenishing purpose					
Engineer		Project Manager		Purchase		MD	
Prepared By:		Ashaiyothi					
Approved By:		Minish					
Sign & Date:		✓					

For stock

APPROVED BY

12 NOV 2022

SOHAM MODI
MANAGING DIRECTOR