

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/04/2023		Prepared by: MINISH		Serial no. 16227	
Supplier name: Navkar Electrical Enterprises.		HO inward no.			
Firm/Company: SLLP		Project: SHILLP.		HO received date	
PO/WO date: 16/03/2023		PO/WO No. 97843		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4725	21/05/2023	21,559/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 21,559/-

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

MRN nos.: 118409	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: 21,559/-

Amount E – PO / WO value: 21,559/-

Amount F – Difference (A – E): NIL

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: 17/04/2023

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 07 APR 2023 MINISH PARIKH MANAGER PROCUREMENT				
Sign:					
Date					
Approval limit			Upto 20k	Above 20k	Above 100k

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.

Purchase Order

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

Supplier Details

Navkar Electrical Enterprises
1141/B, Opp Arya Samaj Mandir, Gujrati School Lane, RP Road
Secunderabad-500003, Telangana

GSTIN 36BPCPB1957F1Z7

9652726688

Doc No	97843	170921
Doc Date	16-03-2023	
Quote No	Nil	
Quote Date	27-02-2023	
SupplyType	Supply	

Kind Attn : Mudit Bhansali

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 256400 - ELEC-Electrical - Contactor-3phase-L&T - - - Nos	5.00	2,604.00	0.00	18.00	15,363.60
2 168400 - ELEC-Electrical - Timer--L&T - 32amps-3pole - Nos	5.00	1,050.00	0.00	18.00	6,195.00
Total Order Value . . .					21,558.60

Rupees : Twenty One Thousand Five Hundred Fifty Eight and Paise Sixty Only.

Terms and Conditions :-

Specification /	All items shall be of L & T brand/company
Payment Terms	After Delivery & Production of bill
Tax	GST included in the above prices
Delivery Date	With in 2 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, above order is for stock replenishing 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.'

For **Summit Sales LLP**
Authorised Signatory

Name : _____

16/03/2023

Accepted the above Terms And Conditions
For **Navkar Electrical Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name: SLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

S No Item

1 ELEC7795-Electrical-Flexible pipe---20mm 50Mtrs-Bundles

2 ELEC6647-Electrical-Contactor-3phase-L&T--Nos

3 ELEC9835-Electrical-Timer--L&T-32amps 3pole-Nos

4

5

6

7

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10

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothis

Minish

Sign & Date:

Date: 27.02.2023

Time: 11:00:00

Req. No. 170921

ID No. 84729

Qty required Qty available at site Order Qty Inward No Inward Date

4 ✓ 6 4

5 ✓ 0 5

5 ✓ 0 5

Project Manager

Purchase

MD

APPROVED BY

27 FEB 2023

SOHAM MODI
MANAGING DIRECTOR

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PO 92843
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