

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		6-7-20		Prepared by:		T.Bhasker	
PO/WO no.		68438		PO / WO Date.		30/6/20	
Supplier Name		Shree Enter.		PO/WO amount		3682	
Firm/Company		SSLP		Project		SSLP	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	378	1/7/20	3682				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			3682				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80773	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3682				
Amount E – PO / WO value:			3682				
Amount F – Difference (A – E):							
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☒ Yes ☐ No (explained below)				
Excess / short material received			☒ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			10/7/20				
Remarks: <u>Part bill received and balance bill to be receivable.</u>							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	6/7/20	6/7/20					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Purchase Order

Page(s) 1 Of 1

30-06-2020 4:36:15 PM



68438

24.06.20 12:19:13

From Company : **Summit Sales LLP**

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

G S T No. : 36ACQFS2044C1Z7

Supplier Details

Shubham Enterprises

5-2-288/D, Hyderbasti, R.P. Road, Lane Opp. Arya Samaj, sec-bad-500 003

GSTIN 36AMRPG2711M1ZT

6656-8151..

040-66318150/23468151

9849153774

Doc No

68438

14670

Doc Date

30-06-2020

Quote No

Nil

Quote Date

30-06-2020

SupplyType

Supply

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7278 - Plumbing - PVC - Solvent Cement - 250ml - nos	60.00	52.00	0.00	18.00	3,681.60
Total Order Value . . .					3,681.60

Rupees : Three Thousand Six Hundred Eighty One and Paise Sixty Only.

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.**Penalty For Delay** Nil**Transportation Cost** Included in the above price.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above items for Stock purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		29.06.2020	
Site & Phase :		SHLLP		Time:		12.30	
Supplier				Req. No.		14670	
Material required before date:					ID No.		58091

No	Description	Size	Quantity	Units	Inward No	Date
1	WATER TANKS	500 LTS	36	NOS		
2	LOFT TANKS 68437	200LTS	10	NOS		
3	PVC SOLVENT 68438	250ML	60	NOS		
4						
5						
6						
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign. & Date	29.06.2020	Sign. & Date	

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

APPROVED BY

29 JUN 2020

SOHAM MOGI
MANAGING DIRECTOR