

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                               |                  |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date:                                                         | 6/7/2020         | Prepared by:                                                                                                                                                              | K. R. Charyulu      |
| PO/WO no.                                                     | 68366            | PO / WO Date.                                                                                                                                                             | 28/6/2020           |
| Supplier Name                                                 | pratul sanitary  | PO/WO amount                                                                                                                                                              | 29,176/-            |
| Firm/Company                                                  | SSLLR            | Project                                                                                                                                                                   | SHLLR.              |
| Sl. No.                                                       | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount         |
| 1.                                                            | 148              | 30/6/2020                                                                                                                                                                 | 23,491/-            |
| 2.                                                            |                  |                                                                                                                                                                           |                     |
| 3.                                                            |                  |                                                                                                                                                                           |                     |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                                                                                                                                                                           | 23,491/-            |
| Sl. No.                                                       | DC No            | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            | —                | —                                                                                                                                                                         | 80640               |
| 2.                                                            |                  |                                                                                                                                                                           |                     |
| 3.                                                            |                  |                                                                                                                                                                           |                     |
| 4.                                                            |                  |                                                                                                                                                                           |                     |
| Amount B –Other Credits :                                     |                  |                                                                                                                                                                           | —                   |
| Amount C –Other Debits :                                      |                  |                                                                                                                                                                           | —                   |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                                                                                                                                                                           | 23,491/-            |
| Amount E – PO / WO value:                                     |                  |                                                                                                                                                                           | 29,176/-            |
| Amount F – Difference (A – E):                                |                  |                                                                                                                                                                           | 5,685/-             |
| Quantity received as per PO /WO                               |                  | <input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input checked="" type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |
| Is difference between PO / Bill acceptable?                   |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                     |
| Excess / short material received                              |                  | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                     |
| Close PO / W?O                                                |                  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                     |
| Advance paid / PDC given (deduct when paying)                 |                  | <input type="checkbox"/> Yes Rs. /- <input checked="" type="checkbox"/> No                                                                                                |                     |
| Payment – due date                                            |                  | 13/7/2020                                                                                                                                                                 |                     |
| Remarks: <u>Short received</u>                                |                  |                                                                                                                                                                           |                     |
|                                                               |                  |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager |
| Sign:                                                         |                  |                                                                                                                                                                           |                     |
| Date                                                          | 6/7/2020         | 6/7/20                                                                                                                                                                    | 06 JUL 2020         |

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

(s) 1 Of 1

28-06-2020 4:37:00 PM



68366

24.06.20 12:19:12

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.

|            |            |       |
|------------|------------|-------|
| Doc No     | 68366      | 14660 |
| Doc Date   | 28-06-2020 |       |
| Quote No   | Nil        |       |
| Quote Date | 28-06-2020 |       |
| SupplyType | Supply     |       |

**GSTIN** 36ACWPG864A1ZG 40077300  
65526886. 9849624797

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                         | Qty    | Rate   | Dis%  | GST   | Amount           |
|-------------------------------------------------------------------|--------|--------|-------|-------|------------------|
| 1 10043 - Plumbing - CP - Bottel trap - NA - nos                  | 20.00  | 876.00 | 45.00 | 18.00 | 11,370.48        |
| 2 7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos<br>1"    | 100.00 | 60.00  | 25.00 | 18.00 | 5,310.00         |
| 3 7028 - Plumbing - CP - Extension Nipple - other - nos<br>1 1/2" | 100.00 | 90.00  | 25.00 | 18.00 | 7,965.00         |
| 4 7327 - Plumbing - PVC - Connection - 2 ft - nos                 | 60.00  | 80.00  | 20.00 | 18.00 | 4,531.20         |
| <b>Total Order Value . . .</b>                                    |        |        |       |       | <b>29,176.68</b> |

Rupees : Twenty Nine Thousand One Hundred Seventy Six and Paise Sixty Eight Only.

**Terms and Conditions :-****Specification / Brand** As per details given in the quotation.**Payment Terms** Within 30 days of delivery.**Tax** All taxes included in above price.**Delivery Date** Within 3 days

**Delivery Location** Summit Housing LLP  
Cherlapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

**Penalty For Delay** Nil**Transportation Cost** Included by us !**Warranty** 7 years warranty**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks***Part received*

*1st Bill no 148 Amount Rs 23,491/-  
Balance has to be receivable Rs 5,685/-*

*✓  
6/7/2020*

For **Summit Sales LLP**

Authorised Signatory

Name :

*30/06/2020*

Name :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Date : \_/\_/

### Requisition Form

|                                |       |          |            |
|--------------------------------|-------|----------|------------|
| Company Name:                  | SSLLP | Date:    | 27.06.2020 |
| & Phase :                      | SHLLP | Time:    | 14.42      |
| Supplier                       |       | Req. No. | 14660      |
| Material required before date: |       | ID No.   | 58020      |

| No | Description      | Size     | Quantity | Units | Inward No | Date |
|----|------------------|----------|----------|-------|-----------|------|
| 1  | WALL MIXTURE     |          | 20 ✓     | NOS   |           |      |
| 2  | SHOWER ARM       |          | 20 ✓     | NOS   |           |      |
| 3  | SHOWER HEAD      |          | 20 ✓     | NOS   |           |      |
| 4  | PILLAR COCK      |          | 20 ✓     | NOS   |           |      |
| 5  | ANGLE COCK       |          | 60 ✓     | NOS   |           |      |
| 6  | SINK COCK        |          | 20 ✓     | NOS   |           |      |
| 7  | BOTTLE TRAP      |          | 20       | NOS   |           |      |
|    | HEALTH FAUCET    |          | 20 ✓     | NOS   |           |      |
| 9  | BIB COCK         | 2 IN ONE | 10 ✓     | NOS   |           |      |
| 10 | EXTENSION NIPPLE | 1/2      | 100      | NOS   |           |      |
| 11 | EXTENSION NIPPLE | 1 1/2    | 100      | NOS   |           |      |
| 12 | PVC CONNECTION   | 2"       | 60       | NOS   |           |      |

Remarks:

|              |            |              |   |
|--------------|------------|--------------|---|
| Prepared By  | SOWMYA     | Approved by  | ✓ |
| Sign. & Date | 27.06.2020 | Sign. & Date |   |

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

