

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		7-7-20		Prepared by:		T.Bhasker	
PO/WO no.		68185		PO / WO Date.		22/6/20	
Supplier Name		Shubha Enterp.		PO/WO amount		76172	
Firm/Company		SSLP		Project		SHLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	375	1/7/20		2549			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						2549	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80774	☒ 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:						2549	
Amount E – PO / WO value:						76172	
Amount F – Difference (A – E):						73623	
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			11/7/20				
Remarks: from bill							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	7/7/20						

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/-

5. Bank Details : PUNJAB NATIONAL BANK, Account No. : 3631001600000013
IFS Code : PUNB0363100

Purchase Order

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22-06-2020 1:55:34 PM

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



68185

20.06.20 3:01:17

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	68185	14636
Doc Date	22-06-2020	
Quote No	Nil	
Quote Date	22-06-2020	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos	300.00	88.29	36.00	18.00	20,002.98
2 4546 - Electrical - other - Deep Box - 25mm - nos	240.00	37.51	36.00	18.00	6,798.61
3 4564 - Electrical - other - Fan Box - 1 In - nos	100.00	22.00	0.00	18.00	2,596.00
4 4617 - Electrical - other - Metal box - 8way - nos	60.00	36.00	0.00	18.00	2,548.80
5 4801 - Electrical - conducting - PVC round cover - 6 In - Nos	300.00	8.00	0.00	18.00	2,832.00
6 4710 - Electrical - wires - TV wire - RG-6 - mtrs 10 coils	1,000.00	11.28	0.00	18.00	13,310.40
7 4708 - Electrical - wires - Telephone wire - 2pair - bundles	10.00	485.00	0.00	18.00	5,723.00
8 4781 - Electrical - wires - A1 Service Wire - 3/20 - mts 5 coils	450.00	11.00	0.00	18.00	5,841.00
9 4782 - Electrical - wires - A1 service Wire - 7/20 - mts 10 coils	1,000.00	14.00	0.00	18.00	16,520.00
Total Order Value . . .					76,172.79
Rupees : Seventy Six Thousand One Hundred Seventy Two and Paise Seventy Nine Only.					

Terms and Conditions :-

Specification / Brand All items in Sl.no.1,2,3 shall be of 'Sudhkhhar' brand. Sl.no.8,9-South king brand

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

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name :

Name :

Date : _/_/

Purchase Order

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Original / Office Copy / Purchase Div. Copy

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above items for Stock maintain 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:		20.06.2020	
Site & Phase :		SHLLP		Time:		14.30	
Supplier				Req. No.		14636	
Material required before date:				ID No.		57800	

No	Description	Size	Quantity	Units	Inward No	Date
1	PIPE	1.5MM	300	NOS		
2	DEEP BOX -4 WAY	25MM	240	NOS		
3	FAN BOX		100	NOS		
4	METAL BOX	8 WAY	60	NOS		
5	THERMACOL SHEET		100	NOS		
6	PVC ROUND COVER	6"	300	NOS		
7	TV WIRE		2000	MTRS		
8	TELEPHONE WIRE		20	NOS		
9	AL SERVICE WIRE	7/20	2000	MTRS		
10	AL SERVICE WIRE	3/20	450	MTRS		
11	BENTONITE POWDER		10	NOS		
12	FLAT EARTH PATTI		20	LEN		

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign. & Date	20.06.2020	Sign. & Date	

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



Purchase Order

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Name :

Date : _/_/