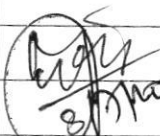


PURCHASE DIVISION
Advice for approval for credit to supplier

③

Date:		8/1/20		Prepared by:		T.D. N. Praveen	
PO/WO no.		68397		PO / WO Date.		29/6/20	
Supplier Name		Shreebhaen Enterprises		PO/WO amount		Rs. 1,888/-	
Firm/Company		Sourmit Sales Ltd		Project		SH 44	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	376	1/8/20		Rs. 1,888/-			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):				Rs. 1,888/-			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	376	1/8/20	80771	☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :				-			
Amount C –Other Debits :				-			
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 1,888/-			
Amount E – PO / WO value:				Rs. 1888/-			
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			11/8/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	8/1/20						

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 10:22:03 AM



68397

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

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	68397	14659
Doc Date	29-06-2020	
Quote No	Nil	
Quote Date	29-06-2020	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9537 - Tools - Hacksaw blade - double - nos	200.00	8.00	0.00	18.00	1,888.00
Total Order Value . . .					1,888.00

Rupees : One Thousand Eight Hundred Eighty Eight 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:	SLLP	Date:	27.06.2020
Site & Phase :	SLLP	Time:	1.30
Supplier		Req. No.	14659
Material required before date:		ID No.	5805

No	Description	Size	Quantity	Units	Inward No
1	HARPIC				
2	LIZOL		24	NOS	
3	HAND WASH-SANTOOR		48	NOS	
4	ROOM FRESHNER		60	NOS	
5	WATER BOTTLES		24	NOS	
6	DETTOL LIQUID		36	NOS	
7	DUST BIN		24	NOS	
8	PLASTIC BUCKET WITH MUG		12	NOS	
9	JANTA PASTE		12	NOS	
10	THERMOCOL		30	NOS	
11	BOMBAY BROOMS		100	NOS	
12	GOVA ROPE	SMALL	300	NOS	
13	BLEACHING POWDER		20	BDL	
14	HACKSAW BLADE		200	KGS	
15	MOPPING STICK	DOUBLE	200	NOS	
16	BINDING WIRE		30	NOS	
17	GREEN HOSE PIPE		500	KG	
18	PLASTIC GAMPA		20	BDL	
			60	NOS	

Remarks: FOR STOCK MAINTENANCE

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.

27 JUN 2020