

PURCHASE DIVISION
Advice for approval for credit to supplier

No office copy
no Requisition ①

Date:		8/7/2020		Prepared by:		K. R. Chavala	
PO/WO no.		65357		PO / WO Date.		5/2/2020.	
Supplier Name		Ganesh Tiles & Samkany		PO/WO amount		5,95,162/-	
Firm/Company		SSLLR		Project		SHLLR	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	230	24/6/2020		30,710/-			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						30,710/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80764	☒ 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:						30,710/-	
Amount E – PO / WO value:						5,95,162/-	
Amount F – Difference (A – E):						5,64,452/-	
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			13/7/2020				
Remarks: short received							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	✓						
Date	8/7/2020						

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

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

Supplier Details

Ganesh Tiles & Sanitary
Plot no.135a, Block no.4, Cellar & 1 st floor , Near: Nethaji nagar X
Roads, HT Lane, Sainikpuri-500094.

GSTIN 36AHOPR0248J1ZY

9885329687

9949216347

Doc No	65357	12980
Doc Date	05-02-2020	
Quote No	Nil	
Quote Date	03-02-2020	
SupplyType	Supply	

Kind Attn : Srinivas/Rajkumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes	500.00	201.75	0.00	18.00	119,032.50
2 9070 - Tiles - Bathroom wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	500.00	201.75	0.00	18.00	119,032.50
3 9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	500.00	201.75	0.00	18.00	119,032.50
4 9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes	500.00	201.75	0.00	18.00	119,032.50
5 9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes	500.00	201.75	0.00	18.00	119,032.50
Total Order Value . . .					595,162.50
Rupees : Five Lakh(s) Ninty Five Thousand One Hundred Sixty Two and Paise Fifty Only.					

Terms and Conditions :-

Specification / Brand Brand is Nitco Wall tiles box sft is 8.07, box qty is 8 tiles, rate per sft is 25 excluding GST for 10"x15".

Payment Terms after delivery

Tax GST included in the above prices

Delivery Date With in 10 Days

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

Penalty For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, breakage is in suppliers account above order is for stock revision purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganesh Tiles & Sanitary**

Name : _____

Name : _____

Date : __/__/__