

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		11/7/20		Prepared by:		SOWMYA	
PO/WO no.		68652		PO / WO Date.		7/7/20	
Supplier Name		Elegant Enterprises		PO/WO amount		10,027.64	
Firm/Company		ssllp		Project		shllp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	EE 2021 - 0091	8/7/20		8,850			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						8,850	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80944	☒ 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:						8,850	
Amount E – PO / WO value:						10,028.00	
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			18.7.2020				
Remarks: The amount is difference due to supplier rate changed.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	11/7/20						

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/-

Inward No: 4538		Dt: 8/7/20	
MRN No: 80944		Dt: 9/8/20	
Received By:		Sign: <i>[Signature]</i>	
SUMMIT SALES LLP			

Certified by: <i>[Signature]</i> Stores Manager

Purchase Order

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06.07.20 2:23:37

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

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY
66385358

9985113450/9885073880

Doc No	68652	14692
Doc Date	07-07-2020	
Quote No	Nil	
Quote Date	07-07-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4585 - Electrical - other - Insulation tape - NA - nos	500.00	10.00	0.00	18.00	5,900.00
2 4647 - Electrical - other - Spring wire - NA - mtrs 10 box	300.00	11.66	0.00	18.00	4,127.64
Total Order Value . . .					10,027.64

Rupees : Ten Thousand Twenty Seven and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : _/_/_

Requisition Form

Company Name:		SSLLP		Date:		4.7.2020	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		14692	
Material required before date:				ID No.		58274.	
No	Description	Size	Quantity	Units	Inward No	Date	
1	PVC ROUND COVERS	6"	200	NOS			
2	T.V WIRES 68649		600	MTRS			
3	INSULATION TAPE 68652		500	NOS			
4	SPRING WIRE		10	BOXES			
5	AL SERVICE WIRE	7/20	500	MTRS			
6							
7							
8							
9							
10							
11							
12							
Remarks: FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign.& Date		4.07.2020		Sign. & Date			

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

APPROVED BY
06 JUL 2020
SOHAM MOOI
MANAGING DIRECTOR