

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/8/20.		Prepared by: SOWMYA	
PO/WO no. 69496		PO / WO Date. 10/8/20	
Supplier Name Dattya Communications		PO/WO amount 10,030	
Firm/Company Sslp		Project Sslp	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	39	12/8/20	8500
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8500
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			82072 ☒ 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:			8,500
Amount E – PO / WO value:			10,030
Amount F – Difference (A – E):			1530
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		21.8.2020	
Remarks: Supplier is in Commission scheme. No bill.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	21/8/20	26/8/20	

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/-

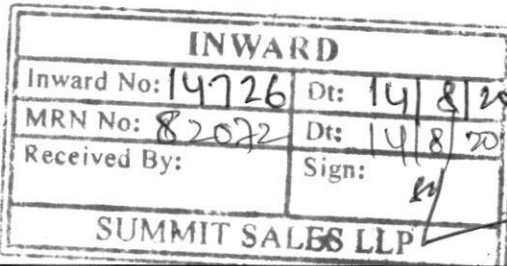
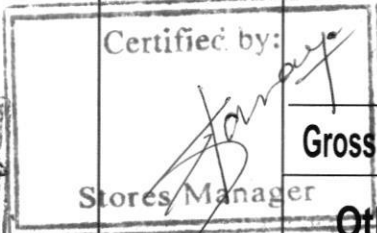
DATTHU COMMUNICATION**Advt. For Print, Electronics, Outdoor**

Plot No. 47, Near Church Colony, Cherlapally, hyd. Ph: 9390991131

No: 039

Date :12 Aug 2020

M/S: SUMMIT SALES LLP. MG Road Secunderabad-500003. Gst no: 36ACQFS2044C1Z7

S.No	PARTICULAR	SIZE	QTY	AMOUNT
01)	KBK Hand Sanitizer (50x170)	500 ml	50 no	8500/-
  				
Gross Amount				
Others				
Net Amount				8500/-

Rupees(**Eight Thousand Five Hundred Rupees**

.....Only)

Cheque to be Made in Favour Of "DATTHU COMMUNICATION"

Vijaya bank Current account - 415700301000214

IFSC code- vijb0004157

For Datthu Communication

For Datthu Communication,

Proprietor,

Authorised Sign.

Purchase Order

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10-Aug-20 3:16:35 PM



69496

06.08.20 2:48:34

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

Supplier Details

Datthu Communication
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.

GSTIN 36AIAPT3956C1Z9

9912495155

9912495155

Doc No	69496	14785
Doc Date	10-08-2020	
Quote No	Nil	
Quote Date	10-08-2020	
SupplyType	Supply	

Kind Attn : Praveen

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4112 - Consumables - Sanitizer - 500 ml - Nos	50.00	170.00	0.00	18.00	10,030.00
Total Order Value . . .					10,030.00

Rupees : Ten Thousand Thirty Only.

Terms and Conditions :-

Specification / Brand	KBK, Hand sanitizer, pump model.
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 3 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	By cheque....., Rs. 10,030-00
Other Terms	We reserve the rights to reject the items if not as specified, above order is for Stock replenish purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Datthu Communication**

Date : __/__/__

Estimate/Draft PO

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10-Aug-20 1:57:44 PM

Original / Office Copy / Purchase Div.Copy

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

Supplier Details

Datthu Communication
Plot no.47, Sy no.91&102, Chinna Cherlapally, Medchal-Malkajgiri.

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Phone. 9618244433, Hamendra, 9502266233, Mahesh.

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Authorised Signatory

Accepted the above Terms And Conditions

For **Datthu Communication**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		08.08.2020	
Site & Phase :		SHLLP		Time:		114.30	
Supplier				Req. No.		14785	
Material required before date:					ID No.		59039
No	Description	Size	Quantity	Units	Inward No	Date	
1	SANITIZER		48	NOS			
2							
3							
4							
5							
6							
7							
8							
10							
Remarks: For stock maintenance purpose							
Prepared By		SOWMYA		Approved by			
Sign.& Date		08.08.2020		Sign. & Date			

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



170 + 181