PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/8/20.	Prepared by:	SOWMYA
PO/WO no.	66082.	PO / WO Date.	25/2/20
Supplier Name	Cosmo Durable pvt Ltd.	PO/WO amount	51,389
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	NRL - 436	8/8/20.	38,542
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			38,542

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82162	☑ 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:	38,542
Amount E – PO / WO value:	51,389.
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	**29.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	25/8/20.	31/8					

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/-

COSMO DURABLES PVT LTD

Depot: Warehouse No 1 Kssp Warehousing,Complex ,SanathNagar,Hyderabad-500 018.

TAX INVOICE

GSTIN : 36AABCC5116H1ZZ

Ph:040-23813399
Fax:040-23818586
Email:cosmodurables@yahoo,in
CIN:U32106TG1997PTCO27648

Invoice No : NRL-436
Date : 08-08-2020
State : TS Code : 36

Salesmen : PRASANTH.B
Bill Ref : PURCHASE ORDER
Transporter :

BANK NAME: THE FEDERAL BANK LTD
BRANCH: LAKDIKAPOOL
A\C NO.:13325500012683
IFSC CODE: FDRL0001332

RECEIVER ADDRESS :

M/s. SUMMIT SALES LLP
5-4-187/3 & 4, II ND FLOOR,
M.G.ROAD,
SECUNDERABAD 50003
9618244433
GSTIN : 36ACQFS2044C1Z7 State Name/ Code T.S 36

25/6/20

SHIPMENT ADDRESS :

PO NO 66082 / 14405, DT 25-2-20

S.No	Code	DECRIPTION	HSN/SAC	QTY	RATE	Gross	Taxable Value	CGST %	SGST %	IGST %
1	GPME-G-20X17	GRACE PLAIN MEDIUM (20X17)GLOSSY	73241000	15	3835.00	57525.00	32662.50	9	9	
				15		57525.00	32662.50			

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INWARD
Inward No: 4742 Dt: 8/8/20
MRN No: 82162 Dt: 20/8/20
Received By:
Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

INWARD No. 68542 Date 26/8

Basic Value	32,662.50
Add : CGST	2,939.63
Add : SGST	2,939.63
Add: IGST	
Tax Amt GST :	5,879.26
P & F Charges	
NET	**38,542.00**

Rupees : THIRTY EIGHT THOUSAND FIVE HUNDRED AND FORTY TWO ONLY

Trade Disc : Proj Trd Disc : 18,983.25
Spl Disc : Cash Disc :

TERMS & CONDITIONS :

1.Goods once sold will not be taken back or exchanged.
2.Payment strictly as per terms & condition agreed otherwise penalty will be charged.
3.No Responsibility for Transit Risks
4.Disputes, If any shall be subject to the jurisdiction of Hyd.
5.Interest @24% per annum will be charges on bills which are not paid within 30 days

For COSMO DURABLES PVT LTD

Authorised Signatory

14:20:36

Purchase Order

 25-02-2020 2:39:13 PM

66082
21.02.20 2:11:39

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

Supplier Details			
Cosmo Durables Pvt. Ltd., H.O. 4-1-369, Abids, Hyderabad - 500 001.	**Doc No**	66082	14405
	Doc Date	25-02-2020	
	Quote No	Nil	
GSTIN 36 2381-8586..	**Quote Date**	17-05-2018	
2381-3399/2381-6688. 9949118124-Anjaneyulu.	**SupplyType**	Supply	

Kind Attn : Mr. Venkateshwar Rao

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7310 - Plumbing - sanitary - Sink - other - nos *20" X 17"*	20.00	3,835.00	33.00	0.00	51,389.00
				Total Order Value . . .		**51,389.00**

Rupees : Fifty One Thousand Three Hundred Eighty Nine Only.

Partly received
1st Bill no 285 Amount Rs 12,847/-
Balance has to be receivable Rs 38,542/-
21/7/2020

Terms and Conditions :-

Specification / Brand	All items shall be of "Nirali" brand, glossy finish.
Payment Terms	Within 30 days of delivery all materials & production of bill.
Tax	Inclusive of all taxes
Delivery Date	Within 7 to 10 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us
Warranty	Min. 20 years on glossy finish.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Cosmo Durables Pvt. Ltd.,***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.02.20
Site & Phase :	SHLLP	Time:	16.27
Supplier		Req. No.	14405
Material required before date:		ID No.	55784

No	Description	Size	Quantity	Units	Inward No	Date
1	CONCEALED FLUSH TANK 66081		30	NOS		
2	SINK 66082	20"X17"	20	NOS		
3						
4						
5						
6						
7						
8						
9						
10						

…ks:For stock maintainance

Prepared By	MOUNIKA	Approved by	APPROVED BY 24 FEB 2020 MANAGING DIRECTOR
Sign.& Date	24.02.20	Sign. & Date	

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