

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/9/20	Prepared by:	T. Shaskey
PO/WO no.	69785	PO / WO Date.	25/8/20
Supplier Name	Lepanto Temple - Jambhaya	PO/WO amount	2520
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1639	27/8/20	2520
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2520
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2520
Amount E – PO / WO value:			2520
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		5/9/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	1/9/20		

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

25-08-2020 4:54:09 PM

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



69785
21.08.20 11:16:08

Supplier Details

Lepakshi Tarpaulin Industries
5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay
Hotel, Ranigunj 'X' Road, Secunderabad-3.

GSTIN 36ADOPN7656C1Z7 2770 6071
66486071 9642662732

Doc No	69785	16415
Doc Date	25-08-2020	
Quote No	Nil	
Quote Date	25-08-2020	
SupplyType	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4052 - Consumables - Raincoats - NA - nos	6.00	400.00	0.00	5.00	2,520.00
Total Order Value . . .					2,520.00

Rupees : Two Thousand Five Hundred Twenty 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

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. Above order for office use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Lepakshi Tarpaulin Industries**

Name :

Name : _____

Date : __/__/__

Requisition Form

[illegible]

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

