

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/9/20		Prepared by:		SOWMYA	
PO/WO no.		69927		PO / WO Date.		28/8/20	
Supplier Name		Elegant Enterprises		PO/WO amount		26,489	
Firm/Company		SSllp		Project		shlp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	EE 2021-0145	31/8/20		26,491			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						26,491	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	0145	31/8/20	82438	☒ 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:						26,491	
Amount E – PO / WO value:						26,489	
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			5.9.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	3/9/20						

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

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29-08-2020 10:25:53 AM



69927

27.08.20 2:29:37

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsElegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.**GSTIN** 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	69927	14824
Doc Date	28-08-2020	
Quote No	Nil	
Quote Date	28-08-2020	
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 4781 - Electrical - wires - A1 Service Wire - 3/20 - mts 5 coils	450.00	11.00	0.00	18.00	5,841.00
2 4782 - Electrical - wires - A1 service Wire - 7/20 - mts 10 coils	1,000.00	14.00	0.00	18.00	16,520.00
3 4647 - Electrical - other - Spring wire - NA - mtrs 10 boxes	300.00	11.66	0.00	18.00	4,127.64
Total Order Value . . .					26,488.64

Rupees : Twenty Six Thousand Four Hundred Eighty Eight 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 SiStock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

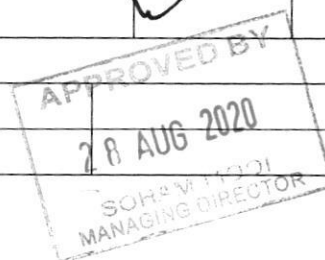
Company Name:		SSLLP		Date:		21.08.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14824	
Material required before date:					ID No.		59304

No	Description	Size	Quantity	Units	Inward No	Date
1	Al service wire	3/20	450	mtrs		
2	Al service wire	7/20	1000	mtrs		
3	Spring wire 69928		10	boxes		
4						
5						
6						
7						
8						
9						

Remarks: For Stock maintenance at sslp

Prepared By		SOWMYA		Approved by	
Sign. & Date		21.08.2020		Sign. & Date	

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



Estimate/Draft PO

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28-08-2020 4:02:29 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

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

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Specification / Brand	As per details given in the quotation.
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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 SiStock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : ____/____/____