

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/9/20.		Prepared by: SOWMYA	
PO/WO no. 70022		PO / WO Date. 11/9/20	
Supplier Name Praful sanitary		PO/WO amount 13,201	
Firm/Company SSI/Ip		Project Shilp	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	PS/20-21/366	16/9/20.	13,201
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			13,201
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			83135 ☒ 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:			13,201
Amount E – PO / WO value:			13,201
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		26.9.2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	22/9/20	28/9/20	28/9/20

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/-

(ORIGINAL FOR RECIPIENT)

imited Invoice

Certified by: 

Stores Manager

Purchase Order

Page(s) 1 Of 1

01-09-2020 4:48:32 PM



70022

03.09.20 11:46:55

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

Supplier Details

Praful Sanitary
3-6-138/5, Himayat Nagar, Hyderabad.

Doc No	70022	14807
Doc Date	01-09-2020	
Quote No	Nil	
Quote Date	01-09-2020	
SupplyType	Supply	

GSTIN 36ACWPG864A1ZG 40077300
65526886. 9849624797

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7345 - Plumbing - PVC - Loft Tank - Other - Nos	10.00	1,320.00	15.25	18.00	13,200.66
Total Order Value . . .					13,200.66

Rupees : Thirteen Thousand Two Hundred and Paise Sixty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Within 30 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra, 9502266233, Mahesh.
Penalty For Delay	Nil
Transportation Cost	Included by us !
Warranty	7 years warranty
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	17.08.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	14807
Material required before date:		ID No.	59176

No	Description	Size	Quantity	Units	Inward No	Date
1	PVC SINGLE SOCKET PIPE	4"	50	NOS		
2	PLAIN BEND	4"	60	NOS		
3	45 DEGREE BEND	4"	72	NOS		
4	CLAMPS	4"	150	NOS		
5	PIPE	3"	50	NOS		
6	NAHANI TRAP	4"	42	NOS		
7	RIGID ELBOW	11/2"	125	NOS		
8	END CAP	11/2	90	NOS		
9	RUBBER LUBRICANT	500GMS	20	NOS		
10	CEMENT SOLVENT	250ML	60	NOS		
11	DOUBLE SOCKET PIPE	4"	20	NOS		
12	DOUBLE SOCKET PIPE	3"	20	NOS		
13	DOUBLE SOCKET PIPE	4"X4'	20	NOS		
14	DOUBLE SOCKET PIPE	3"X4'	20	NOS		
15	LOFT TANK	200LTS	10	NOS		

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign. & Date	17.08.2020	Sign. & Date	

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

