

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/9/20		Prepared by: SOWMYA																									
PO/WO no. 70479		PO / WO Date. 16/9/20																									
Supplier Name Ganesh tube traders		PO/WO amount 6,844																									
Firm/Company SS/Up		Project Sh/Up																									
Sl. No.	Bill No.	Bill Date	Bill amount																								
1.	230	18/9/20.	6,844																								
2.																											
3.																											
4.																											
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,844																								
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN																								
1.			83291 ☒ 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:			6,844																								
Amount E – PO / WO value:			6,844																								
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		3.10.2020																									
Remarks:																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Approved by</td> <td style="width: 12.5%;">Purchase Officer</td> <td style="width: 12.5%;">Purchase Manager</td> <td style="width: 12.5%;">Procurement Manager</td> <td style="width: 12.5%;">M D</td> <td style="width: 12.5%;">Accounts – receiver of bill</td> <td style="width: 12.5%;">Accountant</td> <td style="width: 12.5%;">Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>25/9/20</td> <td>26/9</td> <td>MINISH PARIKH</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	25/9/20	26/9	MINISH PARIKH				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager																				
Sign:																											
Date	25/9/20	26/9	MINISH PARIKH																								

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



70479

14.09.20 5:37:49

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16-09-2020 3:36:13 PM

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

Supplier Details

Ganesh Tube Traders
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

GSTIN 36ADBPJ8881C1ZJ
9246330441.

66568587/ 66384751
9949248666

Doc No	70479	14896
Doc Date	16-09-2020	
Quote No	Nil	
Quote Date	16-09-2020	
SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7423 - Plumbing - CPVC - Tank Nipple - Others - nos 1/2" UPVC	25.00	12.00	0.00	18.00	354.00
2 7109 - Plumbing - other - Araldite - other - gms	10.00	550.00	0.00	18.00	6,490.00
Total Order Value . . .					6,844.00

Rupees : Six Thousand Eight Hundred Fourty Four 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 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. Above order for Stock maintain purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**
Authorised Signatory

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : _____

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		SSLLP		Date:		14.09.2020	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		14896	
Material required before date:			ID No.			59889	
No	Description	Size	Quantity	Units	Inward No	Date	
1	UPVC TANK NIPPAL	1/2"	25	NOS			
2	ARALDITE		10	NOS			
3	GREEN HOSE PIPE		20	BDL			
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
Remarks: FOR STOCK MAINTENANCE AND STAFF USE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		14.9.2020		Sign. & Date			

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

