

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		22/10/2020		Prepared by:		C. Neha	
PO/WO no.		70903		PO / WO Date.		30/09/2020	
Supplier Name		Ganesh tube traders		PO/WO amount		7,965/-	
Firm/Company		SSLP		Project			
Sl. No.	Bill No.	Bill Date		Bill amount			
1	259	01/10/2020		7,965/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						7,965/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83974	☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						7,965	
Amount E – PO / WO value:						7,965	
Amount F – Difference (A – E): GST-18%							
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			26/10/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	22/10/2020	22/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-



H.No.5-2-270, Plot No.29, Hyderbasti,
(Back side of Old Traffic P.S.)
Secunderabad - 500 003.
Ph: 040-66568587, 66568581
Email: ganeshtubetraders@gmail.com
www.ganeshtubetraders.com

Purchase Order

Page(s) 1 Of 1

30-09-2020 1:42:49 PM



70903

30.09.20 4:15:36

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	70903	168004
Doc Date	30-09-2020	
Quote No	Nil	
Quote Date	30-09-2020	
SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6040 - Miscellaneous - Teflon tape - NA - nos	500.00	15.00	10.00	18.00	7,965.00
Total Order Value . . .					7,965.00

Rupees : Seven Thousand Nine Hundred Sixty Five 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	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

Name :

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name :

Date : _/_/

Requisition Form

Company Name:	SSLLP	Date:	28.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168004
Material required before date:		ID No.	60312

No	Description	Size	Quantity	Units	Inward No	Date
1	CPVC PIPE	3/4"	100	NOS		
2	PLAIN ELBOW	3/4"	400	NOS		
3	REDUCER ELBOW	3/4"X1/2"	360	NOS		
4	FTA	3/4"X1/2"	100	NOS		
5	MTA	3/4"X1/2"	100	NOS		
6	COUPLING	3/4"	200	NOS		
7	THREAD END PLUG	1/2"	500	NOS		
8	BALL VALVE	1"	10	NOS		
9	REDUCER TEE	1"X3/4"	80	NOS		
10	ELBOW	1"	100	NOS		
11	CONCEALED STOPCOCK	3/4"	50	NOS		
12	TEFLON TAPE		500	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign. & Date	28.9.2020	Sign. & Date	

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

APPROVED BY
30 SEP 2020
SOHAM MOOI
MANAGING DIRECTOR