

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		23/10/2020		Prepared by:		Conleha	
PO/WO no.		71327		PO / WO Date.		15/10/2020	
Supplier Name		Pradful Sanitary		PO/WO amount		9,921 /-	
Firm/Company		SHLLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	PS/20-21/441	19/10/2020		9,921 /-			
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):						9,921 /-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			84213	☐ 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:						9,921 /-	
Amount E - PO / WO value:						9,921 /-	
Amount F - Difference (A - E): GST-18%						9,921 /-	
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	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Neleha		APPROVED				
Date	23/10/2020	27/10/2020	24 OCT 2020				
MINISH PARIKH MANAGER, PROCUREMENT							

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/-

(ORIGINAL FOR RECIPIENT)

Cherlapally

Generated Invoice

Certified by: *[Signature]*

Stores Manager

Purchase Order



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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

Supplier Details				
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 65526886.		Doc No	71327	168041
		Doc Date	15-10-2020	
		Quote No	Nil	
		Quote Date	15-10-2020	
		SupplyType	Supply	
	40077300			
	9849624797			

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7049 - Plumbing - GI - Ball Cock - 1/2 In - nos	20.00	305.00	0.00	18.00	7,198.00
2 10006 - Plumbing - GI - Ball Valve - 1/2 In - nos	10.00	355.00	35.00	18.00	2,722.85
Total Order Value . . .					9,920.85

Rupees : Nine Thousand Nine Hundred Twenty and Paise Eighty Five 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

Name :

Name :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Date : _/_/