

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/10/2020	Prepared by:	C. Neha
PO/WO no.	71320	PO / WO Date.	15/10/2020
Supplier Name	Elegant Enterprises	PO/WO amount	31,857.64/-
Firm/Company	SSLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	EE021-0233	20/10/2020	14,160/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):

14,160/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	/	/	84208	☐ 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:

Amount E – PO / WO value:

14,160/-

Amount F – Difference (A – E): GST-18%

31,857.64/-

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

30/10/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	Accounts – receiver of bill	Accountant	Accounts Manager
Signature:	Neha		APPROVED MINISH PARTIKH MANAGER PROCUREMENT			
Date	23/10/2020	23/10/2020				

es: 1. In case amount to be credited to supplier and the bills total does not match prepare IV for debit on...

Purchase Order



71320
10.10.20 12:34:48

Page(s) 1 Of 1

16-10-2020 2:29:49 PM

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

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	71320	168038
Doc Date	15-10-2020	
Quote No	Nil	
Quote Date	15-10-2020	
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. 4708 - Electrical - wires - Telephone wire - 2pair - bundles	10.00	500.00	0.00	18.00	5,900.00
2. 4782 - Electrical - wires - A1 service Wire - 7/20 - mts 10 coils South king	1,000.00	15.00	0.00	18.00	17,700.00
3. 4568 - Electrical - other - Flexible pipe - 19mm - mtrs 20 bundles	1,000.00	3.50	0.00	18.00	4,130.00
4. 4647 - Electrical - other - Spring wire - NA - mtrs 10 box	300.00	11.66	0.00	18.00	4,127.64
Total Order Value . . .					31,857.64

Rupees : Thirty One Thousand Eight Hundred Fifty Seven and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	On complete delivery of all materials only !
Tax	GST 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 wgmt. Above order for Stock maintain Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Part Bill received
Bill No: 0233
Bill Amt: 14,160/-
Bill date: 20/10/2020
Bal Amt Receivable: 17,697.64
Neha
23/10/2020

