

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/10/2020		Prepared by: NEHA	
PO/WO no. 71382		PO / WO Date. 16/10/2020	
Supplier Name Shri Ganesh pumps & Machinery Centre		PO/WO amount 2360 /-	
Firm/Company SCLP		Project SCLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	C1608	16/10/2020	2360 /-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2360 /-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			84025 ☐ 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:			2360 /-
Amount E – PO / WO value:			2360 /-
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		06/10/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	30/10/2020		
APPROVED 01 NOV 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/-

Requisition Form

Company Name:		SSLLP		Date:		16.10.20	
Site & Phase :		SHLLP		Time:		1.00	
Supplier				Req. No.		168049	
Material required before date:					ID No.		60812

No	Description	Size	Quantity	Units	Inward No	Date
1	GELCO STARTER	3PHASE	1	NOS	2000/	
2					+18/	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Remarks: FOR SSLLP OFFICE USE			
Prepared By	SOWMYA	Approved by	
Sign.& Date	16.10.20	Sign. & Date	

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

Purchase Order

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16-10-2020 4:55:19 PM

71382
10.10.20 12:35:31

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

Supplier Details

Shri Ganesh Pumps & Machinery Centre
5-2-174/2, RP Road, Secunderabad-500003

9849095161

9849095161

Doc No	71382	168049
Doc Date	16-10-2020	
Quote No	NIL	
Quote Date	16-10-2020	
SupplyType	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7182 - Plumbing - pumps - Pump Starter - NA - nos Gelco-3Phase	1.00	2,000.00	0.00	18.00	2,360.00
Total Order Value . . .					2,360.00

Rupees : Two Thousand Three Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand Above pump shall be of 'KIRLOSKER MAKE,**Payment Terms** Within 7 days of delivery.**Tax** All taxes included in above price.**Delivery Date** With in 1 days.

Delivery Location Summit Housing LLP
Chertapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty For Delay Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** 1 yr from the date of purchase**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specification. Above order for B Block South West CC Ring well inside water lifting use purpose.

Completion Date Nil**Measurement** Nil**Security** Nil**Remarks** NilFor **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact :-

Accepted the above Terms And Conditions

For **Shri Ganesh Pumps & Machinery Centre**

Name : _____

Date : __/__/__