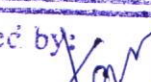


**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
|---------------------------------------------------------------|------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|-------------|------------------|
| Date:                                                         |                  | 05/11/20         |                                                                                                                                                                           | Prepared by:                                                        |                             | NEHA        |                  |
| PO/WO no.                                                     |                  | 71481            |                                                                                                                                                                           | PO / WO Date.                                                       |                             | 21/10/20    |                  |
| Supplier Name                                                 |                  | Pratul Sanitary  |                                                                                                                                                                           | PO/WO amount                                                        |                             | 47,017.10/- |                  |
| Firm/Company                                                  |                  | Summit sales LLP |                                                                                                                                                                           | Project                                                             |                             | SHLLP       |                  |
| Sl. No.                                                       | Bill No.         | Bill Date        |                                                                                                                                                                           | Bill amount                                                         |                             |             |                  |
| 1                                                             | 466              | 28/10/20         |                                                                                                                                                                           | 47,017.10/-                                                         |                             |             |                  |
| 2                                                             |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| 3                                                             |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| 4                                                             |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                  |                                                                                                                                                                           |                                                                     |                             | 47,017.10/- |                  |
| Sl. No.                                                       | DC No            | DC. Date         | MRN No.                                                                                                                                                                   | DC matches MRN                                                      |                             |             |                  |
| 1.                                                            |                  |                  | 84630                                                                                                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                             |             |                  |
| 2.                                                            |                  |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |             |                  |
| 3.                                                            |                  |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |             |                  |
| Amount B –Other Credits : Transportation charges              |                  |                  |                                                                                                                                                                           |                                                                     |                             | —           |                  |
| Amount C –Other Debits :                                      |                  |                  |                                                                                                                                                                           |                                                                     |                             | —           |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                  |                                                                                                                                                                           |                                                                     |                             | 47,017.10/- |                  |
| Amount E – PO / WO value:                                     |                  |                  |                                                                                                                                                                           |                                                                     |                             | 47,017.10/- |                  |
| Amount F – Difference (A – E): GST-18%                        |                  |                  |                                                                                                                                                                           |                                                                     |                             | —           |                  |
| Quantity received as per PO /WO                               |                  |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                                     |                             |             |                  |
| Is difference between PO / Bill acceptable?                   |                  |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                                                                     |                             |             |                  |
| Excess / short material received                              |                  |                  | <input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                                                                     |                             |             |                  |
| Close PO / W?O                                                |                  |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                                     |                             |             |                  |
| Advance paid / PDC given (deduct when paying)                 |                  |                  | <input type="checkbox"/> Yes – Rs. _____/- <input checked="" type="checkbox"/> No                                                                                         |                                                                     |                             |             |                  |
| Payment – due date                                            |                  |                  | 06/11/20                                                                                                                                                                  |                                                                     |                             |             |                  |
| Remarks:                                                      |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
|                                                               |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Approved by                                                   | Purchase Officer | Purchase Manager | Procurement Manager                                                                                                                                                       | M D                                                                 | Accounts – receiver of bill | Accountant  | Accounts Manager |
| Sign:                                                         |                  |                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Date                                                          | 05/11            | 05/11            |                                                                                                                                                                           |                                                                     |                             |             |                  |

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)

Certified by: 

Stores Manager



## Purchase Order

Page(s) 1 Of 2

21-10-2020 4:56:55 PM



71481

10.10.20 12:36:44

From Company : **Summit Sales LLP**

5-4-187/3&amp;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

40077300

65526886.

9849624797

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 71481      | 168056 |
| <b>Doc Date</b>   | 21-10-2020 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 21-10-2020 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                         | Qty    | Rate   | Dis%  | GST   | Amount           |
|-------------------------------------------------------------------|--------|--------|-------|-------|------------------|
| 1 7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos<br>1"    | 200.00 | 60.00  | 25.00 | 18.00 | 10,620.00        |
| 2 7028 - Plumbing - CP - Extension Nipple - other - nos<br>1 1/2" | 50.00  | 90.00  | 20.00 | 18.00 | 4,248.00         |
| 3 7047 - Plumbing - CP - Waste coupling - 1/2 thread - nos        | 30.00  | 275.00 | 35.00 | 18.00 | 6,327.75         |
| 4 7040 - Plumbing - CP - Sq. jali with hole - 6 In x6 In - nos    | 50.00  | 179.00 | 35.00 | 18.00 | 6,864.65         |
| 5 7049 - Plumbing - GI - Ball Cock - 1/2 In - nos                 | 10.00  | 305.00 | 0.00  | 18.00 | 3,599.00         |
| 6 10006 - Plumbing - GI - Ball Valve - 1/2 In - nos               | 20.00  | 355.00 | 35.00 | 18.00 | 5,445.70         |
| 7 7284 - Plumbing - PVC - Waste Pipe - other - nos                | 60.00  | 25.00  | 20.00 | 18.00 | 1,416.00         |
| 8 7327 - Plumbing - PVC - Connection - 2 ft - nos                 | 60.00  | 80.00  | 20.00 | 18.00 | 4,531.20         |
| 9 10048 - Plumbing - PVC - PVC Connection - 18 in - nos           | 60.00  | 70.00  | 20.00 | 18.00 | 3,964.80         |
| <b>Total Order Value . . .</b>                                    |        |        |       |       | <b>47,017.10</b> |

Rupees : Fourty Seven Thousand Seventeen and Paise Ten Only.

**Terms and Conditions :-**

|                              |                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification / Brand</b> | As per details given in the quotation.                                                                                       |
| <b>Payment Terms</b>         | Within 30 days of delivery.                                                                                                  |
| <b>Tax</b>                   | All taxes included in above price.                                                                                           |
| <b>Delivery Date</b>         | Within 3 days                                                                                                                |
| <b>Delivery Location</b>     | Summit Housing LLP<br>Cherlapally, Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra, 9502266233, Mahesh. |
| <b>Penalty For Delay</b>     | Nil                                                                                                                          |
| <b>Transportation Cost</b>   | Included by us !                                                                                                             |
| <b>Warranty</b>              | 7 years warranty                                                                                                             |
| <b>Advance Paid</b>          | Nil                                                                                                                          |

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

## Purchase Order

Page(s) 2 Of 2

21-10-2020 4:56:55 PM

Original / Office Copy / Purchase Div.Copy

**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 **Praful Sanitary**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

### Requisition Form

|                                |       |          |          |
|--------------------------------|-------|----------|----------|
| Company Name:                  | SSLLP | Date:    | 19.10.20 |
| Site & Phase :                 | SHLLP | Time:    | 16.00    |
| Supplier                       |       | Req. No. | 168056   |
| Material required before date: |       | ID No.   | 60906    |

| No | Description               | Size    | Quantity | Units | Inward No | Date |
|----|---------------------------|---------|----------|-------|-----------|------|
| 1  | Cp wall mixture           |         | 18       | nos   |           |      |
| 2  | Long body                 |         | 12       | nos   |           |      |
| 3  | Short body                |         | 14       | nos   |           |      |
| 4  | Shower arm                |         | 18       | nos   |           |      |
| 5  | Shower head               |         | 18       | nos   |           |      |
| 6  | Pillar cock               |         | 20       | nos   |           |      |
| 7  | Angle cock                |         | 50       | nos   |           |      |
| 8  | Extension nipple          | 1/2"x1" | 200      | nos   |           |      |
|    | Wash basin waste coupling |         | 30       | nos   |           |      |
| 10 | Ball valve                | 1/2"    | 20       | nos   |           |      |
| 11 | Ball cock                 | 1/2"    | 10       | nos   |           |      |
| 12 | Health faucet             |         | 25       | nos   |           |      |
| 13 | Jali with hole            |         | 50       | nos   |           |      |
| 14 | Waste pipe                |         | 60       | nos   |           |      |
| 15 | Pvc connection            | 2'      | 60       | nos   |           |      |
| 16 | Pvc connection            | 18"     | 60       | nos   |           |      |
| 17 | Extension nipple          | 1 1/2"  | 50       | nos   |           |      |
| 18 | Bib cock                  | 2 in 1  | 15       | nos   |           |      |

Remarks: FOR STOCK MAINTENANCE

|              |          |              |  |
|--------------|----------|--------------|--|
| Prepared By  | SOWMYA   | Approved by  |  |
| Sign. & Date | 19.10.20 | Sign. & Date |  |

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

