

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 7/12/20		Prepared by: Prabhakar	
PO/WO no. 72350		PO / WO Date. 21.11.20	
Supplier Name Prasad Samikany		PO/WO amount 4,071.00	
Firm/Company Summit & Co LLP		Project SHLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	PS/20-21/570	23.11.20	4,071.00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,071.00
Sl. No.	DC No.	DC Date	MRN No.
1.			85754
2.			
3.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			4,071.00
Amount E – PO / WO value:			4,071.00
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		14/12/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	7/12		

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)

INWARD	
Inward No: 15312	Dt: 25/11/20
MRN No: 85754	Dt: 26/11/20
Received By:	Sign: 
SUMMIT SALES LLP	

Stores Manager

Purchase Order

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23-11-2020 10:46:43 AM


72350
16.11.20 11:23:59

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 40077300
65526886. 9849624797

Doc No	72350	168144
Doc Date	21-11-2020	
Quote No	Nil	
Quote Date	21-11-2020	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3134 - Chemicals - Tile Grout - 1kg - pkts Silk -50 nos white -50 nos	100.00	34.50	0.00	18.00	4,071.00
Total Order Value . . .					4,071.00

Rupees : Four Thousand Seventy One Only.

Terms and Conditions :-

Specification / Brand All items shall be of 'Laticrete' brand.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

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. Above order is 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:		18.11.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168144	
Material required before date:			ID No.			61665	
No	Description	Size	Quantity	Units	Inward No	Date	
1	TILE GROUT	SILK	50	KGS			
2	TILE GROUT	WHITE	50	KGS			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
Remarks: For stock maintenance at sslp							
Prepared By		SOWMYA		Approved by			
Sign. & Date		18.11.2020		Sign. & Date			

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

