

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72487	PO / WO Date.	26/11/2020
Supplier Name	Sri Ambe Electricals	PO/WO amount	Rs. 17,759/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	872	26/11/2020	Rs. 17,759/- ✓
2.	-	-	-
3.	-	-	-
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 17,759/-
Sl. No.	DC No	DC. Date	MRN No.
1.	872	26/11/2020	85802
			DC matches MRN
1.			☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
4.			☐ Yes ☐ No
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 17,759/- ✓
Amount E – PO / WO value:			Rs. 17,759/-
Amount F – Difference (A – E):			-
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		12/12/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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)

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	SHDB M4/ECO DB	8537	10 nos	1,200.00	nos		12,000.00
2	SEN 2P DB ENCLOSURE	8537	10 nos	305.00	nos		3,050.00
							15,050.00
							CGST SGST
							1,354.50 1,354.50
	Total		20 nos				Rs. 17,759.00

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8537	15,050.00	9%	1,354.50	9%	1,354.50	2,709.00
Total	15,050.00		1,354.50		1,354.50	2,709.00

Authorised Signatory

INWARD	
Inward No: 15333	Dt: 28/11/20
MRN No: 85802	Dt: 30/11/20
Received By:	Sign: <i>gy</i>
SUMMIT SALES LLP	

Stores Manager

Purchase Order

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26-11-2020 3:56:11 PM



72487

16.11.20 11:25:36

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

Supplier Details

Sri Ambe Electricals
Plot no-97, Sri Sai Oxford Terrace R.P. Road, Secunderabad-500003

Doc No 72487 168093

Doc Date 26-11-2020

Quote No Nil

Quote Date 26-11-2020

SupplyType Supply

GSTIN 36

7702963535

7702963535

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4547 - Electrical - other - Distribution Board - 3 Phase - nos	10.00	1,200.00	0.00	18.00	14,160.00
2 4548 - Electrical - other - Distribution Board - Single Phase - nos	10.00	305.00	0.00	18.00	3,599.00
Total Order Value . . .					17,759.00

Rupees : Seventeen Thousand Seven Hundred Fifty Nine Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 'ABB' brand, Classiq series.**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** 10 years warranty.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Ambe Electricals**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	2.11.2020
Site & Phase :	SHLLP	Time:	12.00
Supplier		Req. No.	168093
Material required before date:		ID No.	61188

No	Description	Size	Quantity	Units	Inward No	Date
1	MCB	16A	48	NOS		
2	MCB	6A	144	NOS		
3	FP ISOLATOR	40A	12	NOS		
4	LED LIGHTS	4'	20	NOS		
5	FLOOD LIGHTS	50W	8	NOS		
6	DB 4 WAY	3PHASE	10	NOS		
7	DB	SINGLE PHASE	10	NOS		
8	MODULAR PLATE	8M	50	NOS		
9	MODULAR PLATE	6M	24	NOS		
10	MODULAR PLATE	2M	95	NOS		
11	SWITCH	6A	600	NOS		
12	SOCKET	6A	300	NOS		
13	SWITCH	16A	100	NOS		
14	SOCKET	16A	100	NOS		
15	BEL PUSH		25	NOS		
16	BLANK PLATE		900	NOS		

Remarks: FOR STOCK MAINTENANCE AND SITE USE

Prepared By	SOWMYA	Approved by	
Sign. & Date	2.11.2020	Sign. & Date	

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

