

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/12/2020		Prepared by:	NEHA .C	
PO/WO no.	72056		PO / WO Date.	11/11/2020	
Supplier Name	Elegant Enterprises		PO/WO amount	8847.64/-	
Firm/Company	SSUP		Project	SHUP	
Sl. No.	Bill No.	DC. Date	Bill Date	Bill amount	
1	276	11/11/2020		8850/-	
2				1	
3					
4					
Amount A – Bills total(Excluding Transport & Hamali Charges):					
Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN	
1.		11/11/2020	8544	☐ 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:					
8850/-					
Amount E – PO / WO value:					
8847.64/-					
Amount F – Difference (A – E): GST-18%					
1					
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 / WO?			☒ Yes ☐ No – wait for balance material ☐ No (explained below)		
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No		
Payment – due date			11/12/2020		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill
Sign:	Neha				Accounts Manager
Date	07/12/20	07/12			

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/-

Purchase Order

72056

06.11.20 4:55:09

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

Supplier Details

Elegant Enterprises	Doc No	72056	168114
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.	Doc Date	11-11-2020	
	Quote No	Nil	
GSTIN 36AJBPK0412E1ZY	Quote Date	11-11-2020	
66385358	SupplyType	Supply	
9985113450/9885073880			

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4585 - Electrical - other - Insulation tape - NA - nos	500.00	8.00	0.00	18.00	4,720.00
2 4647 - Electrical - other - Spring wire - NA - mtrs 10 box	300.00	11.66	0.00	18.00	4,127.64
Total Order Value . . .					8,847.64
Rupees : Eight Thousand Eight Hundred Fourty 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**Measurement****Security****Remarks**

Requisition Form

Company Name:		SSLLP		Date:		7.11.2020	
Site & Phase :		SHLLP		Time:		12.00	
Supplier				Req. No.		168114	
Material required before date:				ID No.		G135G	

No	Description	Size	Quantity	Units	Inward No	Date
1	PIPES 72047	1.5MM	500 ✓	NOS		
2	DEEP BOX	4WAY	300 ✓	NOS		
3	INSULATION TAPE		500	NOS		
4	FAN BOX		200 ✓	NOS		
5	METAL BOX	6M	100 ✓	NOS		
6	THERMACOL SHEET 72054		100 ✓	NOS		
7	PVC ROUND COVER	6"	100 ✓	NOS		
8	PVC ROUND COVER	3"	500 ✓	NOS		
9	PIPES	1.2MM	200 ✓	NOS		
10	BENDS	1.5MM	1000 ✓	NOS		
11	JUNCTION BOX 72056		600 ✓	NOS		
12	SPRING WIRE		10	BOXES		
13	AL SERVICE WIRE 72052	7/20	2000 ✓	MTRS		
14	AL SERVICE WIRE	3/20	900 ✓	MTRS		

Remarks: FOR STOCK MAINTENANCE AND SITE USE

Prepared By	SOWMYA	Approved by	
Sign. & Date	7.11.2020	Sign. & Date	

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

APPROVED BY
19 NOV 2020
SOHAM KJCI
MANAGING DIRECTOR