

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/12/2020		Prepared by: NEHA .C	
PO/WO no. 72235		PO / WO Date. 2-18/11/2020	
Supplier Name Elegant Enterprises		PO/WO amount 29,865.81	
Firm/Company SHLP		Project SHLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	290	23/11/2020	4130/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130/-
Sl. No.	DC No	DC Date	MRN No. DC matches MRN
1.			☐ 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:			4,130/-
Amount E – PO / WO value:			29,865.81
Amount F – Difference (A – E): GST-18%			25,735.81
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		19/12/2020	
Remarks: Pm on bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: Neha P			
Date: 15/12/20	15/12		

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

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18-11-2020 3:05:36 PM

Origin:



72235

16.11.20 11:21:50

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

5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	72235	168135
Doc Date	18-11-2020	
Quote No	Nil	
Quote Date	18-11-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3509 - Computers and Peripherals - Internet Cable - NA - mtrs cat 6 305 coils 4 nos	1,220.00	14.60	0.00	18.00	21,018.16
2 4647 - Electrical - other - Spring wire - NA - mtrs 10 boxes	300.00	11.66	0.00	18.00	4,127.64
3 4585 - Electrical - other - Insulation tape - NA - nos	500.00	8.00	0.00	18.00	4,720.00
Total Order Value . . .					29,865.80

Rupees : Twenty Nine Thousand Eight Hundred Sixty Five and Paise Eighty 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** Nil**Measurment** Nil**Security** Nil**Remarks**

Part bill received
@ 0285 - 19/11/20 - 25743/-
Bal amt - 4122.5/-
A/leh
07/12/2020

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__