

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/12/2020		Prepared by: NEHA .C	
PO/WO no. 72826		PO / WO Date. 08/12/2020	
Supplier Name Elegant Enterprises		PO/WO amount 4,130 /—	
Firm/Company SHLP		Project SHLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	310	09/12/2020	4,130 /—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130 /—
Sl. No.	DC No	DC. Date	MRN No.
1.	/	/	86274
2.	/	/	
3.	/	/	
			DC matches MRN
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ 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:			4,130 /—
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 / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. /— ☒ No	
Payment – due date		17/12/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha P.S.		
Date	17/12/20	17/12	

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



72826

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Page(s) 1 Of 1

08-12-2020 3:48:18 PM

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	72826	168190
Doc Date	08-12-2020	
Quote No	Nil	
Quote Date	08-12-2020	
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 4568 - Electrical - other - Flexible pipe - 19mm - mtrs 20 bundles	1,000.00	3.50	0.00	18.00	4,130.00
Total Order Value . . .					4,130.00

Rupees : Four Thousand One Hundred Thirty 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**For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		7.12.20	
Site & Phase :		SHLLP		Time:		11.00	
Supplier				Req. No.		168190	
Material required before date:				ID No.		62083	

No	Description	Size	Quantity	Units	Inward No	Date
1	PIPES	1.5MM	500	NOS		
2	DEEP BOX		180	NOS		
3	BENDS 72825	1.5MM	500	NOS		
4	PVC ROUND COVER	3"	500	NOS		
5	PVC ROUND COVER	6"	200	NOS		
6	FLEXIBLE PIPE 72826	3/4"	20	BDL		
7	AL SERVICE WIRE	7/20	500	MTRS		
8						
9						
10						
11						

Remarks: Stock maintenance and site use			
Prepared By		SOWMYA	
Sign. & Date		7.12.2020	
Approved by			
Sign. & Date			

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

APPROVED BY
 08 DEC 2020
 SOHAM MODI
 MANAGING DIRECTOR