

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/12/2020		Prepared by: NEHA .C	
PO/WO no. 73177		PO / WO Date. 22/12/2020	
Supplier Name S.R. Lights		PO/WO amount 46,020/-	
Firm/Company S.S. Upu		Project SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2457	28/12/2020	46,020/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			46,020/-
Sl. No.	DC No.	DC. Date	MRN No.
1.		1	86845
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:			46,020/-
Amount E – PO / WO value:			46,020/-
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		01/01/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha		
Date	31/12/20	31/12	

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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22-12-2020 16:27:22



73177

16.12.20 11:40:30

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

Supplier Details

S.R.Lights
846/4-3-2, RP Road, Secunderabad-3

GSTIN 36AHMPR9714P1ZB
64594769

900008544/9246370769

Doc No	73177	168217
Doc Date	22-12-2020	
Quote No	Nil	
Quote Date	22-12-2020	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4581 - Electrical - other - Gate lamp - NA - nos Square type	60.00	650.00	0.00	18.00	46,020.00
Total Order Value . . .					46,020.00

Rupees : Fourty Six Thousand Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
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 for Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : 

Content

Accepted the above Terms And Conditions

For **S.R.Lights**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	Summit sales llp	Date:	14.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168217
Material required before date:		ID No.	62278

No	Description	Size	Quantity	Units	Inward No	Date
1	COPPER PLATES		20	NOS		
2	EARTH PIPE	2"X5'	10	NOS		
3	BENTONITE POWDER		5	NOS		
4	GATE LIGHTS	SQUARE	60	NOS		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign. & Date	14.12.20	Sign. & Date	

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

