

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/12/2020		Prepared by: NEHA .C	
PO/WO no. 73237		PO / WO Date. 23/12/2020	
Supplier Name SR Lights		PO/WO amount 76,700/-	
Firm/Company SELL		Project CHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2458	28/12/20	76,700/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			76,700/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			86847 ☐ 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:			76,700/-
Amount E – PO / WO value:			76,700/-
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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From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

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

GSTIN 36AHMPR9714P1ZB

64594769

900008544/9246370769

Doc No	73237	168233
Doc Date	23-12-2020	
Quote No	Nil	
Quote Date	23-12-2020	
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	100.00	650.00	0.00	18.00	76,700.00
Total Order Value . . .					76,700.00

Rupees : Seventy Six Thousand Seven Hundred 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

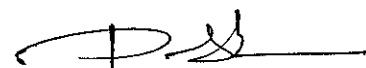
Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **S.R.Lights**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		21.12.20	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168233	
Material required before date:				ID No.		62535	
No	Description	Size	Quantity	Units	Inward No	Date	
1	VEDIO DOOR PHONES 73236		15	NOS			
2	GATE LIGHTS 73237	SQUARE	100	NOS			
3							
4							
5							
6							
7							
8							
9							
10							
11							
Remarks: For stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		21.12.20		Sign. & Date			

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

APPROVED BY
21 DEC 2020
SOHAM MODI
MANAGING DIRECTOR