

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/1/21.		Prepared by: D.SOWMYA	
PO/WO no. 73176.		PO / WO Date. 22/12/20	
Supplier Name Elegant Enterprises.		PO/WO amount 43,439.	
Firm/Company 8811p.		Project Shilp.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	341.	22/12/20.	5,605
2	342	22/12/20.	735
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,340.
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN
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:			43,6340.
Amount E – PO / WO value:			43,439
Amount F – Difference (A – E): GST-18%			37,099.
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		9.1.2021	
Remarks: final bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	5/1/21.	5/1/21	

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/-

INWARD	
Card No: 15512	Dt: 26/12/20
N No: 86824	Dt: 29/12/20
Received By:	Sign: 
SUMMIT SALES LLP	

Stores Manager

Purchase Order

Page(s) 1 Of 1

22-12-2020 17:46:10

Original



73176

16.12.20 11:40:30

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

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	73176	168217
Doc Date	22-12-2020	
Quote No	Nil	
Quote Date	24-12-2019	
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 4536 - Electrical - other - Copper plate - 1 ft x1 ft - kgs 20 nos	48.00	655.00	0.00	18.00	37,099.20
2 4555 - Electrical - other - Earth pipe - 2 In - nos B class - 5'	10.00	475.00	0.00	18.00	5,605.00
3 4804 - Electrical - other - Earth Powder - NA - bags	5.00	140.00	0.00	5.00	735.00
Total Order Value . . .					43,439.20
Rupees : Forty Three Thousand Four Hundred Thirty Nine and Paise Twenty Only.					

Terms and Conditions :-**Specification / Brand** All items in Sl.no.1 shall be of 2.4kgs each approx. 3mm thickness.**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**

Bill - 0334 - 24/12/20 - 38,143/-

Balance - 5,296/-

Gaurang

For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **Elegant Enterprises**

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							
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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.

