

PURCHASE DIVISION
Advice for approval for credit to supplier

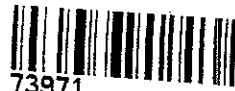
Date: <u>29/1/21</u>		Prepared by: <u>PRABHAKAR</u>	
PO/WO no. <u>73921</u>		PO / WO Date. <u>19/1/21</u>	
Supplier Name <u>Kaveri Amber Dept</u>		PO/WO amount <u>25,606.00</u>	
Firm/Company <u>Sumit SLP</u>		Project <u>SLP</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>868</u>	<u>21.1.21</u>	<u>25,606.00</u>
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>25,606.00</u>
Sl. No.	DC .No	DC. Date	MRN No.
1.			<u>87767</u>
2.			
3.			
Amount B –Other Credits : Transportation charges			<u>6,490.00</u>
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			<u>32,096.00</u>
Amount E – PO / WO value:			<u>25,606.00</u>
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		<u>1/2/21</u>	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	<u>29/1/21</u>		

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

Page(s) 1 Of 1

19-01-2021 14:17:33



73971

16.01.21 10:36:45

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

Supplier Details

Kaveri Timber Depot
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.

GSTIN 36AAFFK7078K1ZT

9441723939

Doc No	73971	168303
Doc Date	19-01-2021	
Quote No	Nil	
Quote Date	10-12-2019	
SupplyType	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2237 - Carpentry - wood - Sal wood Beading - other - rft 7'0 x 1.5" x 3/4" - 200 nos	1,400.00	14.00	0.00	18.00	23,128.00
2 2237 - Carpentry - wood - Sal wood Beading - other - rft 3'0 x 1.5" x 3/4" - 50 nos	150.00	14.00	0.00	18.00	2,478.00
Total Order Value . . .					25,606.00

Rupees : Twenty Five Thousand Six Hundred Six Only.

Terms and Conditions :-

Specification / Brand Salwood from Malyasia with design.

Payment Terms Within 10days of delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 4days.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty For Delay Nil.

Transportation Cost Extra

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qty & specs. Above order for Stock Maintanance purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Kaveri Timber Depot**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit sales llp		Date:		13.1.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168303	
Material required before date:				ID No.		63140	
No	Description	Size	Quantity	Units	Inward No	Date	
1	INTERNAL BEADING	7'X1.5"X3/4"	200	NOS			
2	INTERNAL BEADING	3'X1.5"X3/4"	50	NOS			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
Remarks: For stock maintenance							
Prepared By		SOWMYA		Approved by			
Sign. & Date		13.1.2021		Sign. & Date			

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

APPROVED BY
15 JAN 2021
SOHAM MCDI
MANAGING DIRECTOR