

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                |              |                         |             |
|--------------------------------|--------------|-------------------------|-------------|
| Date: 28/1/21                  |              | Prepared by: PRABHAKAR  |             |
| PO/WO no. 73879                |              | PO / WO Date. 18/1/21   |             |
| Supplier Name: Peaful Sanitary |              | PO/WO amount: 24,167.58 |             |
| Firm/Company: Sanit seba       |              | Project: SHUP.          |             |
| Sl. No.                        | Bill No.     | Bill Date               | Bill amount |
| 1                              | 18/20-21/781 | 21/1/21                 | 24,168-00   |
| 3                              |              |                         |             |
| 4                              |              |                         |             |

Amount A – Bills total(Excluding Transport & Hamali Charges):

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN                                                      |
|---------|--------|----------|---------|---------------------------------------------------------------------|
| 1.      |        |          | 87823   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 3.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

Amount B –Other Credits : Transportation charges

Amount C –Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

Amount E – PO / WO value:

Amount F – Difference (A – E): GST-18%

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity received as per PO /WO               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |
| Is difference between PO / Bill acceptable?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explained below)                                                                                     |
| Excess / short material received              | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |
| Close PO / WO?                                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |
| Advance paid / PDC given (deduct when paying) | <input type="checkbox"/> Yes – Rs. <input checked="" type="checkbox"/> No                                                                                                 |
| Payment – due date                            | 1/2/21                                                                                                                                                                    |

Remarks:

|             |                  |                  |                     |     |                             |            |                  |
|-------------|------------------|------------------|---------------------|-----|-----------------------------|------------|------------------|
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:       |                  |                  |                     |     |                             |            |                  |
| Date        | 28/1/21          | MINISH PARIKH    | MANAGER PROCUREMENT |     |                             |            |                  |

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/-

(ORIGINAL FOR RECIPIENT)

3-6-429/6, SRI SAI TOWER,  
St.No.4 HIMAYAT NAGAR  
HYDERABAD  
GSTIN/UIN: 36ACWPG4864A1ZG  
State Name : Telangana, Code : 36  
E-Mail : [prafulsanitary@gmail.com](mailto:prafulsanitary@gmail.com)

5-4-187/3&4, IInd Floor, M.G Road  
Secunderabad  
GSTIN/UIN : 36ACQFS2044C1Z7  
State Name : Telangana, Code : 36

**Cherlapally**

**Output CGST**  
**Output SGST**  
**ROUNDING OFF**

|                  |                   |
|------------------|-------------------|
| INWARD           |                   |
| Inward No: 15682 | Dt: 22-12         |
| MRN No: 87823    | Dt: 22/01/20      |
| Received By:     | Sign: [Signature] |
| SUMMIT SALES LLP |                   |

Stores Manager

# Purchase Order

Page(s) 1 Of 1

18-01-2021 11:54:47 AM

73879

16.01.21 10:36:44

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

**Supplier Details**

**Praful Sanitary**  
3-6-138/5, Himayat Nagar, Hyderabad.

**Doc No** 73879 168301

**Doc Date** 18-01-2021

**Quote No** Nil

**Quote Date** 18-01-2021

**SupplyType** Supply

**GSTIN** 36ACWPG864A1ZG 40077300  
65526886. 9849624797

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                                         | Qty    | Rate   | Dis%  | GST   | Amount           |
|-----------------------------------------------------------------------------------|--------|--------|-------|-------|------------------|
| 1 10043 - Plumbing - CP - Bottel trap - NA - nos                                  | 20.00  | 876.00 | 45.00 | 18.00 | 11,370.48        |
| 2 7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos<br>1"                    | 150.00 | 60.00  | 25.00 | 18.00 | 7,965.00         |
| 3 7047 - Plumbing - CP - Waste coupling - 1/2 thread - nos                        | 10.00  | 275.00 | 35.00 | 18.00 | 2,109.25         |
| 4 10006 - Plumbing - GI - Ball Valve - 1/2 In - nos                               | 10.00  | 355.00 | 35.00 | 18.00 | 2,722.85         |
| <b>Total Order Value . . .</b>                                                    |        |        |       |       | <b>24,167.58</b> |
| Rupees : Twenty Four Thousand One Hundred Sixty Seven and Paise Fifty Eight Only. |        |        |       |       |                  |

**Terms and Conditions :-**

**Specification /** As per details given in the quotation.

**Payment Terms** Within 30 days of delivery.

**Tax** All taxes included in above price.

**Delivery Date** Within 3 days

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

**Penalty For Delay** Nil

**Transportation** Included by us !

**Warranty** 7 years warranty

**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

Accepted the above Terms And Conditions

For **Praful Sanitary**Name : 

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

# Requisition Form

| Company Name:                  |                           | Summit sales llp   |          | Date:        | 13.1.2021 |      |
|--------------------------------|---------------------------|--------------------|----------|--------------|-----------|------|
| Site & Phase :                 |                           | Summit housing llp |          | Time:        | 11.00     |      |
| Supplier                       |                           |                    |          | Req. No.     | 168301    |      |
| Material required before date: |                           |                    |          | ID No.       | 63062     |      |
| No                             | Description               | Size               | Quantity | Units        | Inward No | Date |
| 1                              | CP WALL MIXTURE           |                    | 10       | NOS          |           |      |
| 2                              | LONG BODY                 |                    | 10       | NOS          |           |      |
| 3                              | SHORT BODY                |                    | 10       | NOS          |           |      |
| 4                              | SHOWER ARM                |                    | 10       | NOS          |           |      |
| 5                              | SHOWER HEAD               |                    | 16       | NOS          |           |      |
| 6                              | PILLAR COCK               |                    | 10       | NOS          |           |      |
| 7                              | ANGLE COCK                |                    | 60       | NOS          |           |      |
| 8                              | BOTTLE COCK               |                    | 20       | NOS          |           |      |
| 9                              | CP EXTENSION NIPPLE       | 1/2"X1"            | 150      | NOS          |           |      |
| 10                             | WASH BASIN WASTE COUPLING |                    | 10       | NOS          |           |      |
| 11                             | BALL VALVE                | 1/2"               | 10       | NOS          |           |      |
| 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 MODI  
MANAGING DIRECTOR