

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/02/2021		Prepared by:	MUNISHA,			
PO/WO no.	74339.		PO / WO Date.	02/02/2021			
Supplier Name	Pratej Sanitary		PO/WO amount	81,004/-			
Firm/Company	S S L P.		Project	SHILLP			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	886	05/02/2021	81,004/-				
3							
4							
Amount A - Bills total (Excluding Transport & Hamali Charges):				81,004/-			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			88358.	☒ 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:				81,004/-			
Amount E - PO / WO value:				81,004/-			
Amount F - Difference (A - E): GST-18%				NIL			
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 / WTO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)					
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No					
Payment - due date		05/03/2021					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:							
Date		11/2	11 FEB 2021				

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

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

AP13X2013

E. & O.E

Tax Amount (in words) : **Indian Rupees Twelve Thousand Three Hundred Fifty Six and Fifty Six paise Only**

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Praful S

for Praful Sanitary

Authorised Signatory

This is a Computer Generated Invoice

(ORIGINAL FOR RECIPIENT)

② 19/1/19



Indian Rupees Eighty One Thousand Four Only

Tax Amount (in words) : Indian Rupees Twelve Thousand Three Hundred Fifty Six and Fifty Six paise Only

for Praful Sa

This is a Computer Generated Invoice

Certified by:

[Signature]

Stores Manager

Purchase Order

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02-02-2021 2:16:40 PM



74339

29.01.21 12:34:13

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. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No	74339	168336
	Doc Date	02-02-2021	
	Quote No	Nil	
	Quote Date	02-02-2021	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7326 - Plumbing - PVC - Water tank - 500lts - nos	36.00	2,250.00	15.25	18.00	81,004.05
Total Order Value . . .					81,004.05

Rupees : Eighty One Thousand Four and Paise Five Only.

Terms and Conditions :-

Specification / All items shall be of 'Plasto' brand.

Payment Terms Within 30 days of delivery.

Tax Inclusive of all taxes

Delivery Date Within 7 days

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

Penalty For Delay Nil

Transportation Included in the above price.

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 :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name :

Date : _/_/

Requisition Form

Company Name:		Summit sales llp		Date:		27.1.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168336	
Material required before date:				ID No.		63525	
No	Description	Size	Quantity	Units	Inward No	Date	
1	WATER TANKS	500LTRS	36	NOS			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
Remarks: For sslp stock maintenance and site use							
Prepared By		NEHA		Approved by			
Sign. & Date		27.1.2021		Sign. & Date			

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

