

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/02/2021	Prepared by:	T.D. Murthy
PO/WO no.	74563	PO / WO Date.	08/02/2021
Supplier Name	Elagant Enterprises	PO/WO amount	Rs. 22,080/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	0426	09/02/2021	Rs. 20,019/-
2.	-	-	-
3.			
4.			

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

Rs. 20,019/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	0426	09/02/2021	88582	☒ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B – Other Credits :

Amount C – Other Debits :

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

Rs. 20,019/-

Amount E – PO / WO value:

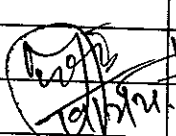
Rs. 22,080/-

Amount F – Difference (A – E):

Rs. -2,061/-

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	27/02/2021

Remarks: Part bill received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19/2						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude



~~Stores Manager~~

Purchase Order

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09-02-2021 4:08:49 PM



74563

05.02.21 11:35:32

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

Supplier Details			
Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M.G. Road, Secunderabad-500003. GSTIN 36AJBPK0412E1ZY 66385358 9985113450/9885073880	Doc No	74563	168375
	Doc Date	08-02-2021	
	Quote No	Nil	
	Quote Date	08-02-2021	
	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 4710 - Electrical - wires - TV wire - RG-6 - mtrs	300.00	14.05	0.00	18.00	4,973.70
2 4782 - Electrical - wires - A1 service Wire - 7/20 - mts 5 coils	500.00	15.00	0.00	18.00	8,850.00
3 4781 - Electrical - wires - A1 Service Wire - 3/20 - mts 5 coils	450.00	11.66	0.00	18.00	6,191.46
4 4568 - Electrical - other - Flexible pipe - 19mm - mtrs 10 bundles	500.00	3.50	0.00	18.00	2,065.00
Total Order Value . . .					22,080.16

Rupees : Twenty Two Thousand Eighty and Paise Sixteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
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
Penalty For Delay	Nil
Transportation	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 receipt of material. Order for Stock purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

⇒ Part Bill received of R. 20,019/-
B.no: 0426 and Bal. Bill of
9/2/21
R. 2061/- to be received
uf
19/2/21.

For Summit Sales LLP

Authorised Signatory

Name :

11/02/2021

Name :

Accepted the above Terms And Conditions

For Elegant Enterprises

Date : / /

Requisition Form

Company Name:		Summit sales llp		Date:		6.2.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168375	
Material required before date:				ID No.		63749	
No	Description	Size	Quantity	Units	Inward No	Date	
1	METAL BOX	8M	90	NOS			
2	METAL BOX	6M	300	NOS			
3	METAL BOX	2M	100	NOS			
4	PVC ROUND COVER	3"	300	NOS			
5	PIPES	1.2MM	300	NOS			
6	JUNCTION BOX		900	NOS			
7	T.V WIRE		300	MTRS			
8	AL SERVICE WIRE	7/20	500	MTRS			
9	AL SERVICE WIRE	3/20	450	MTRS			
10	FLEXIBLE PIPE	3/4"	10	BDL			
	CHANGE OVER	25A	12	NOS			
12							
13							
14							
Remarks: for sslp stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		6.2.2021		Sign. & Date			

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

06 FEB 2021