

PURCHASE DIVISION
Advice for approval for credit to supplier

10/3/21		Prepared by:	NEHA
PO/WO no.	75322	PO / WO Date.	21/3/21
Supplier Name	Maha latshini traders	PO/WO amount	72,405/-
Firm/Company	SSLP	Project	SHLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	4859	3/3/21	72,405/-
2			
3			
4			

Amount A - Bills total (Excluding Transport & Hamali Charges): 72,405/-

Sl. No.	DC No	DC Date	MRN No.	DC matches MRN
1.			89595	☐ 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: 72,405/-

Amount E - PO / WO value: 72,405/-

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 / WTO	☐ Yes ☐ No - wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes - Rs. /- ☒ No
Payment - due date	15/3/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	<i>Neelu</i>	<i>[Signature]</i>	<i>[Signature]</i>				
Date	10/3/21	10/3	11 MAR 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 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. 1,00,000/- 7. MD to approve all bills above 1,00,000/-

(ORIGINAL FOR RECIPIENT)

[illegible]

₹ 72,405.00

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
39229000	61,360.00	9%	5,522.40	9%	5,522.40	11,044.80
Total	61,360.00		5,522.40		5,522.40	11,044.80

Tax Amount (in words) : **Indian Rupees Eleven Thousand Forty Four and Eighty paise Only**

Company's Bank Details
Bank Name : Union Bank of India
A/c No. : 560101000033494
Branch & IFS Code: Alwal & UBIN0910830

for MAHA LAKSHMI TRADERS

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

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order



75322

04.03.21 12:23:55

Page(s) 1 Of 1

02-03-2021 3:37:46 PM

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

Supplier Details

Maha Lakshmi Traders
12/142, Beside India Overseas Bank, Main Road, Alwal

GSTIN 36ACQFS2044C1Z7

9866920214

Doc No	75322	168454
Doc Date	02-03-2021	
Quote No	Nil	
Quote Date	02-03-2021	
SupplyType	Supply	

Kind Attn : Mr. Kailash Choudhary

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7300 - Plumbing - sanitary - Flush tank concealed - NA - nos	20.00	5,900.00	48.00	18.00	72,404.80
Total Order Value . . .					72,404.80
Rupees : Seventy Two Thousand Four Hundred Four and Paise Eighty Only.					

Terms and Conditions :-

Specification /	All items shall be of 'Geberit' brand, Alpha model.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 3 days
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation	Included by us.
Warranty	10 yrs on flush tank & 25 yrs guarantee on spare parts
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock maintenance purpose
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Maha Lakshmi Traders**

Name : _____

Date : __/__/__

Requisition Form

[illegible]

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

APPROVED

02 MAR 2021

P. PRABHAKAR
Sr. MANAGER PURCHASE