## PURCHASE DIVISION Advice for approval for credit to supplier

Date: 27.3.21			I	repared b	y:		T Bhasker			
PO/WO no.	75323		I	PO / WO Date.			2/3/21			
Supplier Name	Cosmo Dunable SSLLP		<b>y</b> 1	PO/WO amount			25695			
Firm/Company	impany SSLLP			Project			SHLLP			
Sl. No. Bill No.				Bill Date			Bill amount			
1	1846			22/3/21			25695			
2							24695			
3			·				1			
4										
Amount A – Bills	total(Excluding Transp	oort & Ham	ali Charge	es):			2569	٢		
Sl. No. DC N	lo .	DC. Date			MRN No	•	DC matches MRN			
1.					900	403	r Yes □ No			
2.							□ Yes □ No			
3.							□ Yes □ No			
Amount B -Othe	r Credits:Transportatio	n charges					<b>-</b>			
Amount C -Othe	r Debits :									
Amount D (D=A	+B-C) – Amount to be	credited to	the suppli	pplier: 25695						
Amount E – PO	WO value:				·		25695			
Amount F – Diff	erence (A – E): GST-13	8%		_	_					
Quantity receive	☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)									
Is difference between PO / Bill acceptable?				□ <del>Yes □ No (explained b</del> elow)						
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. /- p. No						
Payment – due date				2/4/21						
Remarks:										
			1							
Approved by	Purchase Purc Officer Man	ager	rocureme Manager	va)	M D	Accounts – receiver of bill		Accounts Manager		
Sign:	16:1	2	9 MAR	2021	A. de comment de Artista					
Date	27.3.21		Mig II		A 44 /					

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 DIVISION Advice for approval for credit to supplier

Date: 27.3.21				Prepared by: T Bhasker						
PO/WO no.	75323			PO / WO Date.			2/3/21			
Supplier Name	C03~0 B	المعما	t,	PO/WO amount						
Firm/Company	Ssic	P		Project			25697 SHUP			
Sl. No.	Bill No.			Bill Date			Bill amount			
1	1846			22/3/21			20403			
2							25695			
3		. , ,					,			
4										
Amount A – Bills	total(Excluding Transp	ort & Ham	ali Char	ges):			2569	5		
Sl. No. DC N	0	DC. Date			MRN No	•	DC matches MRN			
1.					900	103	⊓Yes □ No			
2.							□ Yes □ No			
3.							□ Yes □ No			
Amount B -Other	Credits:Transportation	n charges	,							
Amount C -Other	Debits:	·-					_			
Amount D (D=A-	B-C) – Amount to be	credited to 1	the supp	lier:	er: 25695					
Amount E – PO /	WO value:					2-5695				
Amount F – Diffe	erence (A – E): GST-13	3%								
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. /- p 210						
Payment – due date				Jul 21						
Remarks:			.!							
				1						
Approved by	Purchase Purc Officer Man		rocuren Manag		MD	Accounts - receiver of bill	ł .	Accounts Manager		
Sign:	16:	2	9 MA	R 2021	of the contract of the					
Date	27.3.21	Victorian Control								

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

3.07	0.000	
	Page(s)	1 Of 1

02-03-2021 3:37:46 PM

04.03.21 12:23:55

From Company: Summit Sales LLP

5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.

G S T No.: 36ACQFS2044C1Z7

Supplier Details					
Cosmo Durables Pvt. Ltd., H.O. 4-1-369, Abids, Hyderabad - 500 001.		Doc No	75323 168454		
n.o. 4-1-369, Abids, Hydera	Doc Date	02-03-2021			
GSTIN 36	Quote No	Nil			
2381-3399/2381-6688.	2381-8586	<b>Quote Date</b>	02-03-202	02-03-2021	
2301-3377/2301-0088.	9949118124-Anjaneyulu.	SupplyType	Supply		

### Kind Attn: Mr. Venkateshwar Rao

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7310 - Plumbing - sanitary - Sink - other - nos 20" x 17"	10.00	3,835.00	33.00	0.00	25,694.50
Supees: Twenty Five Thousand Six Hundred Ninty Four an	d Deita Brida e d	Total O	der Value	e	25,694.50

#### Terms and Conditions :-

Specification /

All items shall be of "Nirali" brand, glossy finish.

**Payment Terms** 

Within 30 days of delivery all materials & production of bill.

Tax

VAT included in above price.

**Delivery Date** 

Within 7 days

**Delivery Location** 

Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation

Transport cost shall be borne by us

Warranty

Min. 20 years on glossy finish.

Advance Paid

الگther Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose. Nil

**Completion Date** 

Nil

Measurment Security

Nil

Remarks

For Summit Sales LLP

**Authorised Signatory** 

Accepted the above Terms And Conditions

For Cosmo Durables Pvt. Ltd.,

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

Requisition Form Company Name: Summit sales llp Date: 01.3.2021 Lite & Phase: Summit housing llp Time: 12.00 Supplier Req. No. 168454 Material required before date: ID No. 64399 No Description Size Inward No Quantity Date Units Concealed flush tank 1 20 nos Sink 2 20" X 17" 10 nos Remarks: Stock maintenance and site use Prepared By APPROVED

0 2 MAR 2021

P. PRABHAKAR

SI. MANAGER PURCHASE NEHA Sign.& Date 01.3.2021 Sign. & Date Note: On receipt of material at site write inward number and date in last 2 columns.