

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27.3.21	Prepared by:	T Bhasker																								
PO/WO no.	25323	PO / WO Date.	21/3/21																								
Supplier Name	Cosmo Dumbly	PO/WO amount	25695																								
Firm/Company	SSLP	Project	SSLP																								
Sl. No.	Bill No.	Bill Date	Bill amount																								
1	1846	22/3/21	90403																								
2			25695																								
3			1																								
4																											
Amount A – Bills total(Excluding Transport & Hamali Charges):			25695																								
Sl. No.	DC No	DC. Date	MRN No.																								
1.			90403																								
2.																											
3.																											
Amount B –Other Credits :Transportation charges			-																								
Amount C –Other Debits :			-																								
Amount D (D=A+B-C) – Amount to be credited to the supplier:			25695																								
Amount E – PO / WO value:			25695																								
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 / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)																									
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. /- ☒ No																									
Payment – due date		21/4/21																									
Remarks:																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td><td>Purchase Officer</td><td>Purchase Manager</td><td>Procurement Manager</td><td>MD</td><td>Accounts – receiver of bill</td><td>Accountant</td><td>Accounts Manager</td></tr> <tr> <td>Sign:</td><td></td><td></td><td>29 MAR 2021</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Date</td><td>27.3.21</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>				Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:			29 MAR 2021					Date	27.3.21						
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Sign:			29 MAR 2021																								
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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/-

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Sl. No.	Bill No.	Bill Date	Bill amount
1	1846	22/3/21	20403
2			25695
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Amount A – Bills total(Excluding Transport & Hamali Charges):			25695
Sl. No.	DC No	DC. Date	MRN No.
1.			90403
2.			
3.			
Amount B –Other Credits :Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			25695
Amount E – PO / WO value:			25695
Amount F – Difference (A – E): GST-18%			-
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
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Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. _____/- ☒ No	
Payment – due date		21/4/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			29 MAR 2021
Date	27.3.21		

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Purchase Order

Page(s) 1 Of 1

02-03-2021 3:37:46 PM

Or



75323

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.

GSTIN 36 2381-8586..
2381-3399/2381-6688. 9949118124-Anjaneyulu.

Doc No	75323	168454
Doc Date	02-03-2021	
Quote No	Nil	
Quote Date	02-03-2021	
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
Total Order Value . . .					25,694.50

Rupees : Twenty Five Thousand Six Hundred Ninty Four and Paise Fifty Only.

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

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Min. 20 years on glossy finish.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintainece purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Cosmo Durables Pvt. Ltd.,**

Name : _____

Date : __/__/__

[illegible]

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

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APPROVED
02 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE