PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/4/21	Prepared by:	PRABHAKAR
PO/WO no.	75643	PO / WO Date.	17/3/21
Supplier Name	Cosmo Durables Pvt. Ltd	PO/WO amount	25,694.50
Firm/Company	Sumit Sals LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	S/GT/1902	27/3/21	25,695.00
2			
3			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			25,695.00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	/	/	90668	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges/Charges	— -
Amount C –Other Debits :	— -
Amount D (D=A+B-C) – Amount to be credited to the supplier:	25,695.00
Amount E – PO / WO value:	25,694.50
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	12/4
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		5/4					

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/-

Requisition Form

Company Name:	Summit sales llp	Date:	15.3.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168490
Material required before date:		ID No.	64702

No	Description	Size	Quantity	Units	Inward No	Date
1	CP Wall mixture		7	nos		
2	Long body		7	nos		
3	Pillar cock 75642		10	nos		
4	Angle cock		20	nos		
5	Bottle trap		10	nos		
6	Double sq jali		50	nos		
7	Health faucet		10	nos		
8	Waste pipe		60	nos		
9	Sink 75643	20" x 17"	10	nos		
10						
11						
12						
13						
14						

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	15.3.2021	Sign. & Date	APPROVED BY 14 MAR 2021 SOHAM MODI MANAGING DIRECTOR

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

Purchase Order

 17-03-2021 10:37:38 AM

75643
15.03.21 12:26:21

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**	75643	168490
	Doc Date	17-03-2021	
	Quote No	Nil	
GSTIN 36 2381-8586..	**Quote Date**	17-03-2021	
2381-3399/2381-6688. 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
					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

Penality 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 maintaince 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 : __/__/____