

PURCHASE DIVISION
Advice for approval for credit to supplier

3/5

Date: 3/5/21		Prepared by: HEMENDRA	
PO/WO no. 76631		PO / WO Date. 23/4/21	
Supplier Name GP Buildcon material		PO/WO amount 21,537/-	
Firm/Company SS LLP		Project SHIP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	38	24/4/21	21,537/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			21,537/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.	38	24/4/21	91713 ☒ 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:			21,537/-
Amount E - PO / WO value:			21,537/-
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		7/5/21	
Remarks: Incomplete for 2021.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			04 MAY 2021
Date			

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



76631

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

Supplier Details

G.P.Buildcon materials
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad

GSTIN 36AIZPG8119P1Z9

Doc No	76631	168612
Doc Date	23-04-2021	
Quote No	Nil	
Quote Date	23-04-2021	
SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	40.00	153.80	0.00	18.00	7,259.36
2 7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	40.00	302.50	0.00	18.00	14,278.00
Total Order Value . . .					21,537.36

Rupees : Twenty One Thousand Five Hundred Thirty Seven and Paise Thirty Six Only.

Terms and Conditions :-

Specification /	All items shall be of 'Fisher' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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. Above order for Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **G.P.Buildcon materials**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		20.04.2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		04:00	
Supplier				Req. No.		168612	
Material required before date:				ID No.		65620	

No	Description	Size	Quantity	Units	Inward No	Date
1	Wash Basin		20	nos		
2	Pedastals 76630		20	nos		
3	EWC full Set		10	nos		
4	Wall Hung Rag Bolt 76631		40	nos		
5	Washbasin Rag Bolt		40	nos		
6						
7						
8						
9						
10						
11						

Remarks: For Stock Maintenance Purpose

Prepared By	BHAVANI	
Sign. & Date	20.4.2021	Sign. & Date

APPROVED BY

21 APR 2021

SOHAM MOGI
MANAGING DIRECTOR

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