

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                             |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date: 14/5/21                                                 |                             | Prepared by: HEMENDRA                                                                                                                                                     |                     |
| PO/WO no. 76757                                               |                             | PO / WO Date. 28/4/21                                                                                                                                                     |                     |
| Supplier Name Maha Rathi Trade                                |                             | PO/WO amount 1,22,720/-                                                                                                                                                   |                     |
| Firm/Company SSLP                                             |                             | Project SHLLP                                                                                                                                                             |                     |
| Sl. No.                                                       | Bill No.                    | Bill Date                                                                                                                                                                 | Bill amount         |
| 1                                                             | 570                         | 11/5/21                                                                                                                                                                   | 1,22,720/-          |
| 2                                                             |                             |                                                                                                                                                                           |                     |
| 3                                                             |                             |                                                                                                                                                                           |                     |
| 4                                                             |                             |                                                                                                                                                                           |                     |
| Amount A - Bills total(Excluding Transport & Hamali Charges): |                             |                                                                                                                                                                           | 1,22,720/-          |
| Sl. No.                                                       | DC No                       | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            | 570                         | 11/5/21                                                                                                                                                                   | 92005               |
| 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:   |                             |                                                                                                                                                                           | 1,22,720/-          |
| Amount E - PO / WO value:                                     |                             |                                                                                                                                                                           | 1,22,720/-          |
| Amount F - Difference (A - E): GST-18%                        |                             |                                                                                                                                                                           |                     |
| Quantity received as per PO /WO                               |                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |
| Is difference between PO / Bill acceptable?                   |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                     |
| Excess / short material received                              |                             | <input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                     |
| Close PO / W?O                                                |                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)                             |                     |
| Advance paid / PDC given (deduct when paying)                 |                             | <input type="checkbox"/> Yes - Rs. /- <input checked="" type="checkbox"/> No                                                                                              |                     |
| Payment - due date                                            |                             |                                                                                                                                                                           |                     |
| Remarks: In bill 20/-                                         |                             |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer            | Purchase Manager                                                                                                                                                          | Procurement Manager |
| MD                                                            | Accounts - receiver of bill | Accountant                                                                                                                                                                | Accounts Manager    |
| Sign:                                                         |                             |                                                                                                                                                                           |                     |
| 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

Page(s) 1 Of 1

28-04-2021 11:55:58 AM

Original

76757

16.04.21 1:14:54

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

**Supplier Details**

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

GSTIN 36ACQFS2044C1Z7

9866920214

|            |            |        |
|------------|------------|--------|
| Doc No     | 76757      | 168636 |
| Doc Date   | 28-04-2021 |        |
| Quote No   | Nil        |        |
| Quote Date | 28-04-2021 |        |
| 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 | 30.00 | 5,900.00 | 48.00 | 18.00 | 108,607.20        |
| 2 7436 - Plumbing - sanitary - Flush Plate - NA - nos          | 10.00 | 2,300.00 | 48.00 | 18.00 | 14,112.80         |
| <b>Total Order Value . . .</b>                                 |       |          |       |       | <b>122,720.00</b> |

Rupees : One Lakh(s) Twenty Two Thousand Seven Hundred Twenty 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

Accepted the above Terms And Conditions

For **Maha Lakshmi Traders**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

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

**Requisition Form**

|                                        |                      |                    |          |              |           |            |       |
|----------------------------------------|----------------------|--------------------|----------|--------------|-----------|------------|-------|
| Company Name:                          |                      | SUMMIT SALES LLP   |          | Date:        |           | 26.04.2021 |       |
| Site & Phase :                         |                      | SUMMIT HOUSING LLP |          | Time:        |           | 04:00      |       |
| Supplier                               |                      |                    |          | Req. No.     |           | 168636     |       |
| Material required before date:         |                      |                    |          |              | ID No.    |            | 65742 |
| No                                     | Description          | Size               | Quantity | Units        | Inward No | Date       |       |
| 1                                      | Consealed Flush Tank |                    | 30       | nos          |           |            |       |
| 2                                      | Flush Plate          |                    | 10       | nos          |           |            |       |
| Remarks: For Maintaining Stock Purpose |                      |                    |          |              |           |            |       |
| Prepared By                            |                      | BHAVANI            |          |              |           |            |       |
| Sign. & Date                           |                      | 26.04.2021         |          | Sign. & Date |           |            |       |

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

76757

