

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/6/21		Prepared by: Snehapriya	
PO/WO no. 77761		PO / WO Date: 17/6/21	
Supplier Name S R. Lights		PO/WO amount 23,010/-	
Firm/Company SLLP		Project SLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2860	24/6/2021	23,010/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,010/-
Sl. No.	DC No	DC. Date	MRN No.
1.	1	1	93120
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:			23,010/-
Amount E – PO / WO value:			23,010/-
Amount F – Difference (A – E): GST-18%			0
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		28/6/21	
Remarks: material received at site.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: Snela			
Date: 26/6/21			

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

17-06-2021 4:38:28 PM



77761

15.06.21 11:03:11

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

Supplier Details

S.R.Lights
846/4-3-2, RP Road, Secunderabad-3

GSTIN 36AHMPR9714P1ZB
64594769

900008544/9246370769

Doc No	77761	168749
Doc Date	17-06-2021	
Quote No	Nil	
Quote Date	17-06-2021	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4581 - Electrical - other - Gate lamp - NA - nos	30.00	650.00	0.00	18.00	23,010.00
Total Order Value . . .					23,010.00

Rupees : Twenty Three Thousand Ten Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

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 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

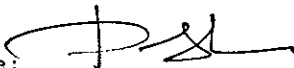
Measurment Nil

Security Nil

Remarks

*Received*For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **S.R.Lights**

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		14-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00	
Supplier				Req. No.		168749	
Material required before date:				ID No.		66722	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Surface Mounted Tube light-10w	2'	40	Nos			
2	Surface Mounted Tube Light-20w	4'	80	Nos			
3	Gate Light-Square		30	Nos			
Remarks: For Stock Maintenance Purpose							
Prepared By		BHAVANI		Sign. & Date			
Sign. & Date		14-06-2021					

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

