

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/6/21		Prepared by: HEMENDRA	
PO/WO no. 76763		PO / WO Date. 28/4/21	
Supplier Name: Regal Sanyo		PO/WO amount: 1,01,578/-	
Firm/Company: SSCP		Project: SSCP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	235	15/6/21	27,754/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			27,754/-
Sl. No.	DC No.	DC. Date	MRN No.
1.	235	15/6/21	93257
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:			27,754/-
Amount E – PO / WO value:			1,01,578/-
Amount F – Difference (A – E): GST-18%			73,824/-
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		7/7/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement 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/-

(ORIGINAL FOR RECIPIENT)

Certified by: _____
Stores Manager

Purchase Order

Of 2

28-04-2021 11:55:58 AM

C

76763

16.04.21 1:14:54

Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No	76763	168634
	Doc Date	28-04-2021	
	Quote No	Nil	
	Quote Date	16-05-2020	
		SupplyType	Supply

Kind Attn : **Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7045 - Plumbing - CP - Wall Mixer - other - nos F200020	5.00	3,850.00	37.28	18.00	14,246.85
2 7036 - Plumbing - CP - Shower arm - NA - nos F200028	20.00	550.00	37.28	18.00	8,141.06
3 7037 - Plumbing - CP - Shower head - NA - nos F160025	20.00	750.00	37.28	18.00	11,101.44
4 7033 - Plumbing - CP - Pillar cock - NA - nos F200001	20.00	950.00	37.28	18.00	14,061.82
5 7377 - Plumbing - CP - Sink Cock With Swivel Spout - NA - Nos F200024	10.00	1,425.00	37.28	18.00	10,546.37
6 7035 - Plumbing - CP - Short Body - NA - nos F200003	6.00	875.00	37.28	18.00	3,885.50
7 7302 - Plumbing - sanitary - Health Faucet - NA - nos F160027	20.00	800.00	37.28	18.00	11,841.54
8 7042 - Plumbing - CP - Stop Cock - 1/2 In - nos F200005	50.00	750.00	37.28	18.00	27,753.60
Total Order Value . . .					101,578.18

Rupees : One Lakh(s) One Thousand Five Hundred Seventy Eight and Paise Eighteen Only.

Terms and Conditions :-

Specification /	All items shall be of 'Hindware' brand, Classic series
Payment Terms	Within 30 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9616244433, Hamendra
Penalty For Delay	Nil
Transportation	Included by us !
Warranty	7 years warranty

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : ___/___/___

PO Amt 1,01,578/-
Bek 158- ✓ 73,825/-
Bill 235- 227,753/-
07/06/21

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	26.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168634
Material required before date:		ID No.	65740

No	Description	Size	Quantity	Units	Inward No	Date
1	CP -Wall Mixture		5	nos		
2	Long Body		10	nos		
3	Short Body		6	nos		
4	Shower Arm		20	nos		
5	Shower Head		20	nos		
6	Pillar Cock		20	nos		
7	Angle Cock		50	nos		
8	Wash Basin Coupling		25	nos		
9	GI-Ball Valve	1/2"	10	nos		
10	GI-Ball Cock	1/2"	10	nos		
11	Wall Hung Rag Bolts		40	nos		
12	Rag Bolts(wash basin)		40	nos		
13	Waste Pipe		60	nos		
14	Health Faucet		20	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.

