

PURCHASE DIVISION
Advice for approval for credit to supplier

(B)

(W)

Date:	2/8/21	Prepared by:	ME MENDRA
PO/WO no.	78417	PO / WO Date.	21/8/21
Supplier Name	Ganesham Engrs.	PO/WO amount	2,250/-
Firm/Company	SS LLP	Project	Shree
Sl. No.	Bill No.	Bill Date	Bill amount
1	534	31/8/21	2,250/-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):				
Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.	534	31/8/21	94634	☒ 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:	
Amount E - PO / WO value:	2,250/-
Amount F - Difference (A - E): GST-18%	2,250/-

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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:							
Date			03 AUG 2021				

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

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22-07-2021 14:33:10



78417

06.07.21 4:42:38

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

Supplier Details

Gautham Enterprises
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

Doc No	78417	168792
Doc Date	21-07-2021	
Quote No	Nil	
Quote Date	28-06-2021	
SupplyType	Supply	

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	5.00	450.00	0.00	0.00	2,250.00
Total Order Value . . .					2,250.00

Rupees : Two Thousand Two Hundred Fifty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working 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 site use purpose.

Completion Date NA

Measurment NA

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Date : __/__/__

Purchase Order

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Original / Office Copy / Purchase Div.Copy

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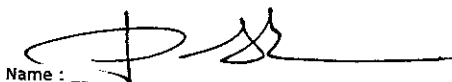
Measurment NA

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory



Name :

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Contact :-

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		06-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		13:18	
Supplier				Req. No.		168792	
Material required before date:				ID No.		67292	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Coffee Powder		05	Pkts			
2	78417						
3							
Remarks: For Site Use Purpose							
Prepared By		BHAVANI				APPR	
Sign. & Date		06-07-2021		Sign. & Date		08 JU	

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

MINI
MANAGER PRO