

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/8/21		Prepared by: ME MENARA	
PO/WO no. 79291		PO / WO Date. 3/8/21	
Supplier Name: Elegant Enterprises		PO/WO amount: 13,416/-	
Firm/Company: SSUP		Project: SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	0194	4/8/21	9,588/-
2	0190	3/8/21	3,828/-
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			13,416/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.	0194	4/8/21	9477 ☒ Yes ☐ No
2.	0190	3/8/21	9477 ☒ 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:			13,416/-
Amount E - PO / WO value:			13,416/-
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		12/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			05 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/-

CASH | CREDIT

Stores Manager

Purchase Order



79291

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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

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M.G. Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No

79291

168887

Doc Date

03-08-2021

Quote No

NIL

Quote Date

03-08-2021

SupplyType

Supply

Kind Attn : Mr. Gaurang Kadakia / Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4710 - Electrical - wires - TV wire - RG-6 - mtrs 2 Coils	200.00	16.22	0.00	18.00	3,827.92
2 4782 - Electrical - wires - A1 service Wire - 7/20 - mts 5 coils	500.00	16.25	0.00	18.00	9,587.50
Total Order Value . . .					13,415.42
Rupees : Thirteen Thousand Four Hundred Fifteen and Paise Fourty Two Only.					

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms Against 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 is for stock purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name :

Name :

Date : _/_/

1056

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		31-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00AM	
Supplier				Req. No.		168887	
Material required before date:				ID No.		68100	

S. No	Description	Size	Quantity	Units	Inward No	Date
1	RG 6 TV Cable 79291	100mtrs	200	Mtrs		
2	Yellow Wire	1/18	16	Bundles		
3	Black Wire	1/18	32	Bundles		
4	Red Wire	1/18	16	Bundles		
5	Green Wire	1/18	16	Bundles		
6	Yellow Wire 79294	3/20	16	Bundles		
7	Black Wire	3/20	16	Bundles		
8	Green Wire	3/20	8	Bundles		
9	Blue Wire	7/20	6	Bundles		
10	Black Wire	7/20	12	Bundles		
11	AL Service Wire	7/20	500	Mtrs		

Remarks: For Stock maintenance Purpose

Prepared By	Bhavani		
Sign. & Date	31-07-2021	Sign. & Date	

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

