

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17/08/2021		Prepared by:		MINISH.	
PO/WO no.		78876		PO / WO Date.		22/07/2021	
Supplier Name		Ellendula Enterprises		PO/WO amount		7,476/-	
Firm/Company		SLLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date	Bill amount				
1	130	20/07/2021	7,476/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						7,476/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			95173	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :Transportation charges						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						7,476/-	
Amount E – PO / WO value:						7,476/-	
Amount F – Difference (A – E): GST-18%						NIL	
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 checked="" type="checkbox"/> Yes – Rs. 1000/- <input type="checkbox"/> No 1000/- Advance Paid				
Payment – due date							
Remarks: Advance Paid.							
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/-



ELLENDULA ENTERPRISES

5-5-215, 216 & 217, Near Lala Temple, Ranigunj, Secunderabad - 003. (T.S)
Dealers in : Hardware, All Kinds of Meshes, Wire Netting & General Order Suppliers

Invoice No. <u>130</u>		Invoice Date : <u>20/07/2021</u>	
State : <u>TELANGANA</u>	Code : <u>36</u>	Electronics Reference No.	
Destination		Despatched Through :	

BUYER DETAILS

Name	<u>SUMMIT SALES LLP.</u>		
Address	<u>MG Road Sec-bad.</u>		
State	<u>Telangana</u>	Code :	Buyer GSTIN <u>36ACQPS2044C1Z7</u>

Description of Goods	HSN Code	Qty.	Uom	Rate	Amount
<u>4x 66 1/4x 16G MS XPM mesh</u>	<u>7314 3900</u>	<u>264</u>	<u>Sft</u>	<u>24/2</u>	<u>6336=00</u>

P. Ravi
89/92-78620
20/7/21



Total Invoice Amount In Words

Seven Thousand Four Hundred & Seventy Six

Total Amount Before Tax	<u>6336=00</u>
CGST.....%	<u>570=00</u>
SGST.....%	<u>570=00</u>
IGST.....%	<u>XXX</u>
Total Value	<u>7476=00</u>

ELLENDULA ENTERPRISES BANK DETAILS :
* Bank : CENTRAL BANK OF INDIA A/C : 3307190945
* Branch : Ranigunj, Sec-bad, IFSC Code : CBIN0281365

E.& O.E.
1. Goods once sold will not be taken back.
2. If the payment is not made within 7 days interest @24% will be charged.
3. All disputes will be settled at Hyderabad Jurisdiction.

For **ELLENDULA ENTERPRISES**

Donna

AUTHORISED SIGNATURE

Purchase Order

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22-07-2021 10:39:35 AM

Origin



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

Supplier Details

Ellendula Enterprises
5-5-215,216&217,near lala temple,Ranigunj,Secunderabad.

040-27712023

Doc No	78876	168840
Doc Date	22-07-2021	
Quote No	NIL	
Quote Date	22-07-2021	
SupplyType	Supply	

Kind Attn : Mr Srinivas

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 2287 - Carpentry - hardware - MS Mesh - Others - sft Welded Mesh-16Guage	264.00	24.00	0.00	18.00	7,476.48
Total Order Value . . .					7,476.48

Rupees : Seven Thousand Four Hundred Seventy Six and Paise Forty Eight Only.

Terms and Conditions :-

Specification / Brand All items shall be of ___ brand/company

Payment Terms 100% as advance

Tax All taxes included in above price.

Delivery Date Same Day

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Rs 7,476/- Dt Cheque---

Other Terms Payment as per actual receipt of material. Above material for pump frame purpose.

Completion Date NA

Measurement Nil

Security Nil

Remarks

For MDs APPROVAL

- High Value/quantity beyond limits.
- Po/Req. processed-post approval.
- Approval for technical details/clarification
- Replenishing SLLP stock
- Other

For **Summit Sales LLP**

Authorised Signatory

Name : _____

[Signature]
22/07/2021


Accepted the above Terms And Conditions

For **Ellendula Enterprises**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		SUMMIT SALES LLP	Date:	19-07-2021		
Site & Phase :		SUMMIT HOUSING LLP	Time:	13:15		
Supplier			Req. No.	168840		
Material required before date:			ID No.	67667		
S. No	Description	Size	Quantity	Units	Inward No	Date
1	MS Welded Mesh	2mmx15mmx15mm Opening 3'widthx50'length	15	mtrs	260118	
	<i>Cancelled</i>					
	<i>PO 18876</i>	<i>PO 18710</i>				
						
Remarks: For Pump						
Prepared By		Bhavani	Sign. & Date			
Sign. & Date		19-07-2021				

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

*Naveen m v k
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