PURCHASE DIVISION
Advice for approval for credit to supplier

W

Date:	22/09/2021	Prepared by:	T.D. Murthy
PO/WO no.	79414	PO / WO Date.	07/09/2021
Supplier Name	Mr. Mohan Ram	PO/WO amount	Rs. 59,289/-
Firm/Company	Soham Mansion Owners Association	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	041	07/09/2021	Rs. 59,287/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 59,287/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☑ Yes □ No
2.				☑ Yes □ No
3.				☑ Yes □ No
4.				☑ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 59,287/-
Amount E – PO / WO value:	Rs. 59,289/-
Amount F – Difference (A – E):	Rs. -2/-

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	**27/09/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]				
Date	22/9/21.						

APPROVED
22 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

TAX INVOICE

Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer :

M/s.: Soham Mansion Owners Association

GST No. :

Invoice No. 041	Date : 07/09/21
Delivery Note :	Made of Payment :
Buyers Order No. :	Date :
Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
	S.S. Railing		145	320.31	46,444/-
	S.S. Handle		19	200	3,800/-
					50,244/

07/09/21.

GST No. : 36CRBPB0826R1Z0

Rupees in words: Fifty nine thousand two hundred and eighty seven.

Gross Value		
Add CGST	9 %	4,521/-
Add SGST	9 %	4,521/-
Add IGST	%	
GRAND TOTAL		59,287/-

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within .... days

For LEELA STEEL RAILING & FURNITURE

Proprietor

SUMMIT SALES LLP
IN WARD
No: 8465O
Date: 20/9
Sign:
R.R. DIST.

Name

Contact

Name

Date / /

Purchase Order

 20-09-2021 13:08:44

79414
10.08.21 11:14:45

From Company : **Soham Mansion Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Leela Steel Railing & Furniture	**Doc No**	79414	183094
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.	**Doc Date**	07-09-2021	
	Quote No	Nil	
GSTIN 36CRBPB0826R1ZO	**Quote Date**	27-11-2018	
8125765219/7075802950	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft *Railing*	145.00	320.31	0.00	18.00	54,805.04
2	6039 - Miscellaneous - SS Railing - NA - rft *Handle*	19.00	200.00	0.00	18.00	4,484.00
					Total Order Value . . .	**59,289.04**

Rupees : Fifty Nine Thousand Two Hundred Eighty Nine and Paise Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Jindal' brand. 202 grade, 50mm x 1.5mm thick, 44' length.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Material delivered.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Soham Mansion staircase purpose.
Completion Date	Work completed.
Measurment	Nil
Security	Nil
Remarks	

For ***Soham Mansion Owners Association***

Authorised Signatory

20/09/2021

Name : ____________

Accepted the above Terms And Conditions

For ***Leela Steel Railing & Furniture***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SMOA	Date:	07-09-2021
Site & Phase :	SOHAM MANSION	Time:	09.30am
Supplier	Mohan ram	Req. No.	183094
Material required before date:	Urgent	ID No.	68216

No	Description	Size	Quantity	Units	Inward No	Date
1	Ss railing	std	145	RFT		
2	Ss handle	19'	01	nos		
3						
4						
5						
6	79414					
7						
8						
9						
10						

APPROVED
09 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : Towards Soham mansion staircase purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	07-09-2021	Sign. & Date	

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