PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/9/21	Prepared by:	Heda
PO/WO no.	80657	PO / WO Date.	15/9/21
Supplier Name	Ellendale Enterprises	PO/WO amount	7,476/-
Firm/Company	SSLLP	Project	Shree Sevas
Sl. No.	Bill No.	Bill Date	Bill amount
1	198	15/9/21	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.	–	–	–	☐ 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:	7,476/-
Amount E – PO / WO value:	7,476/-
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 Paid 7,476/-
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
01 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. 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/-

GSTIN : 36AADPE0625Q1ZP   **TAX INVOICE**   ✆ : 2771 2023, 2771 6043

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.				Invoice Date :	15/09/2021
State :	TELANGANA 198	Code :	36	Electronics Reference No.	
Destination				Despatched Through :	

BUYER DETAILS

Name	SUMMIT SALES LLP.				
Address	MG Road.				
State	Telangana	Code :		Buyer GSTIN	36ACQFS2044C1Z7

Descrition of Goods	HSN Code	Qty.	Uom	Rate	Amount
9515546781 manesh					
4x 66 1/4x16G MS Expm metal	7814 3900	264	SFT	24/-	6336=00

INWARD
Inward No: 10545 Dt: 15/9/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No. 84500
Date: 16/9
Sign:
R.R. DIST.

Total Invoice Amount In Words		
Seven thousand Four Hundred & Seventy Six only	Total Amount Before Tax	6336=00
	CGST 9 %	570=00
	SGST 9 %	570=00
	IGST X %	X
ELLENDULA ENTERPRISES BANK DETAILS : * Bank : CENTRAL BANK OF INDIA A/C : 3307190945 * Branch : Ranigunj, Sec-bad, IFSC Code : CBIN0281365	Total Value	7476=00

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 disputs will be setted at Hyderabad Jurisdiction.

For ELLENDULA ENTERPRISES

AUTHORISED SIGNATURE

15-09-2021 11:49:47 AM

Purchase Order

Origi

80657
14.09.21 11:35:34

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	80657	169012
Doc Date	15-09-2021	
Quote No	NIL	
Quote Date	15-09-2021	
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 Fourty 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
Penality 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
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

15/9/21

Name : ______________________

Accepted the above Terms And Conditions
For ***Ellendula Enterprises***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169012
Material required before date:		ID No.	69332

S. No	Description	Size	Quantity	Units	Inward No	Date
1	MS Welded Mesh	16guage	264	Sft		

Remarks:For Stock Replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	15-09-2021	Sign. & Date	

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

PO
810657

APPROVED
15 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT