

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/10/21	Prepared by:	He da
PO/WO no.	81236	PO / WO Date.	11/10/21
Supplier Name	Sri An Be Electrical	PO/WO amount	33,630/-
Firm/Company	S S L P	Project	SHUR
Sl. No.	Bill No.	Bill Date	Bill amount
1	852	12/10/21	33,630/-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			97298	☒ 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:

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	21/10/21

Remarks:

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/-

Purchase Order



81236

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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

Sri Ambe Electricals
Plot no-97, Sri Sai Oxford Terrace R.P. Road, Secunderabad-500003

GSTIN 36

7702963535

7702963535

Doc No	81236	169057
Doc Date	01-10-2021	
Quote No	NIL	
Quote Date	28-09-2021	
SupplyType	Supply	

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4547 - Electrical - other - Distribution Board - 3 Phase - nos 4 Way	10.00	1,290.00	0.00	18.00	15,222.00
2 4547 - Electrical - other - Distribution Board - 3 Phase - nos 6 Way	10.00	1,560.00	0.00	18.00	18,408.00
Total Order Value . . .					33,630.00

Rupees : Thirty Three Thousand Six Hundred Thirty Only.

Terms and Conditions :-

Specification /	All items shall be of 'ABB' brand, Classiq series.
Payment Terms	After 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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Ambe Electricals**

Name : 

Name : _____

Date : __/__/__

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Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		28-09-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169057	
Material required before date:					ID No.		69873

S. No	Description	Size	Quantity	Units	Inward No	Date
1	6 Module Plate		120	nos		
2	Switch	6amps	600	nos		
3	Socket	6amps	300	nos		
4	Switch	16amps	100	nos		
5	Fan Dimmer		48	nos		
6	DB -3phase	4way	10	nos		
7	DB -3phase	6way	10	nos		
8	Torch Light	Big	5	nos		

Remarks: For Replenishing Stock Purpose

Prepared By	Bhavani	
Sign. & Date	28-09-2021	Sign. & Date

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

