18/10

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/10/21	Prepared by:	
PO/WO no.	81427	PO / WO Date.	7/10/21
Supplier Name	Saya Sundar Gunny Merchant	PO/WO amount	16,800/-
Firm/Company	55118	Project	SLUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	394	11/10/21	16,800/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,800/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97709	☐ 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:	16,800/-
Amount E – PO / WO value:	16,800/-
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 16,800/-
Payment – due date	–
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 16 OCT 2021 MINISH PARIKH MANAGER-PROCUREMENT				
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/-

1280

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	05-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169072
Material required before date:		ID No.	70004

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny Bags 81427		1000	Nos		
2	Plastic Blue Drums		20	Nos	✓	

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	05-10-2021	Sign. & Date	06 OCT 2021 SOHAM MODI MANAGING DIRECTOR

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

For MDs APPROVAL

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