

PURCHASE DIVISION
Advice for approval for credit to supplier

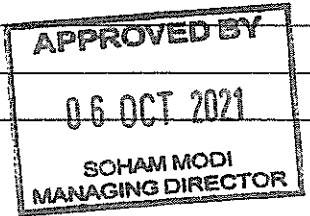
Date: 14/10/21		Prepared by: [Signature]	
PO/WO no. 81427		PO / WO Date. 11/10/21	
Supplier Name: Saya Dunder Gummy Mnc Ltd		PO/WO amount: 16,800/-	
Firm/Company: 55118		Project: SHUL	
Sl. No.	Bill No.	Bill Date	Bill amount
1	394	11/10/21	16,800/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 16,800/-			
Sl. No.	DC No.	DC Date	MRN No.
1.	-	-	97709
2.			
3.			
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: 16,800/-			
Amount F – Difference (A – E): GST-18%: 16,800/-			
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
Sign:	[Signature]	[Signature]	[Signature]
Date		16 OCT 2021	
		MINISH PARIKH	

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/-

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					
Sign. & Date		05-10-2021		Sign. & Date			

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 SLLP stock
- ☐ Other