

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

(B) (M)

|               |                      |               |             |
|---------------|----------------------|---------------|-------------|
| Date:         | 30/10/21             | Prepared by:  | Kavitha.    |
| PO/WO no.     | 80915                | PO / WO Date. | 24/9/21.    |
| Supplier Name | prabul Sanitary      | PO/WO amount  | 6118.60/-   |
| Firm/Company  | Aedis developers LLP | Project       | MHA.        |
| Sl. No.       | Bill No.             | Bill Date     | Bill amount |
| 1             | Ps/21-22/595         | 29/9/21       | 6,119/-     |
| 2             |                      |               |             |
| 3             |                      |               |             |
| 4             |                      |               |             |

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

|         |        |          |         |                                                          |
|---------|--------|----------|---------|----------------------------------------------------------|
| Sl. No. | DC NO. | DC. Date | MRN No. | DC matches MRN                                           |
| 1.      | -      | -        | 97294.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Amount B – Other Credits : Transportation charges/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

Remarks:

- Final Bill -

01/11/21.

|             |                  |                  |                     |     |                             |            |                  |
|-------------|------------------|------------------|---------------------|-----|-----------------------------|------------|------------------|
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:       | Kavitha.         |                  |                     |     |                             |            |                  |
| Date        | 30/10/21.        |                  |                     |     |                             |            |                  |

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/-

(ORIGINAL FOR RECIPIENT)

A circular purple ink stamp. The outer ring contains the text "SUMMIT SALES LTD." at the top and "R.R. DIST." at the bottom, separated by two small stars. In the center, the words "IN WARD" are printed above the handwritten number "939". Below this, "No: 939" is handwritten. Then "Date: 8-10-2" is handwritten. Finally, "Sign: [signature]" is handwritten.

# Purchase Order



80915

22.09.21 4:26:50

y

Page(s) 1 Of 1

24-09-2021 13:58:50

From Company : **Aedis Developers LLP**  
5-4-187/3&4, II Floor, M G Road, Secunderabad-500003  
G S T No. : 36ABPFA0002Q1ZD

**Supplier Details**

Praful Sanitary  
3-6-138/5, Himayat Nagar, Hyderabad.

**Doc No** 80915 100492

**Doc Date** 23-09-2021

**Quote No** Nil

**Quote Date** 23-09-2021

**SupplyType** Supply

**GSTIN** 36ACWPG864A1ZG

40077300

65526886.

9849624797

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                                 | Qty   | Rate   | Dis%  | GST   | Amount          |
|---------------------------------------------------------------------------|-------|--------|-------|-------|-----------------|
| 1 7091 - Plumbing - GI - Tee - other - nos<br>1 1/4"                      | 15.00 | 159.00 | 30.00 | 18.00 | 1,970.01        |
| 2 10009 - Plumbing - GI - Elbow - 1 1/4 In - nos                          | 15.00 | 120.90 | 30.00 | 18.00 | 1,497.95        |
| 3 7086 - Plumbing - GI - Reducing Socket - other - nos<br>1 1/2" x 1 1/4" | 10.00 | 120.20 | 30.00 | 18.00 | 992.85          |
| 4 7086 - Plumbing - GI - Reducing Socket - other - nos<br>2" x 1 1/2"     | 5.00  | 184.50 | 30.00 | 18.00 | 761.99          |
| 5 7091 - Plumbing - GI - Tee - other - nos<br>1 1/2"                      | 5.00  | 216.90 | 30.00 | 18.00 | 895.80          |
| <b>Total Order Value . . .</b>                                            |       |        |       |       | <b>6,118.60</b> |
| Rupees : Six Thousand One Hundred Eighteen and Paise Fifty Nine Only.     |       |        |       |       |                 |

**Terms and Conditions :-**

**Specification / Brand** All items shall be of 'ISI' brand

**Payment Terms** After Delivery & Production of bill

**Tax** All taxes included in above price.

**Delivery Date** Within 3 days

**Delivery Location** Morning Glory Apartments  
Genomevalley, Hyderabad

Phone. Madhu Site Engineer - 9502211499

**Penalty For Delay** Nil

**Transportation Cost** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for MGA site purpose.

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**

For **Aedis Developers LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name :

Name :

Date : \_/\_/\_

Madhu

1203

# Requisition Form

| Company Name:                       |             | Aedis Developers LLP |            | Date:        |           | 20-09-2021 |  |       |
|-------------------------------------|-------------|----------------------|------------|--------------|-----------|------------|--|-------|
| Site & Phase :                      |             | MGA                  |            | Time:        |           | 10:55 AM   |  |       |
| Supplier                            |             |                      |            | Req. No.     |           | 100492     |  |       |
| Material required before date:      |             |                      | 22.09.2021 |              | ID No.    |            |  | 69506 |
| No                                  | Description | Size                 | Quantity   | Units        | Inward No | Date       |  |       |
| 1                                   | GI Tee      | 1 1/4"               | 15         | No's         |           |            |  |       |
| 2                                   | GI Elbow    | 1 1/4"               | 15         | No's         |           |            |  |       |
| 3                                   | GI Reducer  | 1 1/2" x 1 1/4"      | 10         | No's         |           |            |  |       |
| 4                                   | GI Reducer  | 2 x 1 1/2"           | 5          | No's         |           |            |  |       |
| 5                                   | GI Tee      | 1 1/2                | 5          | No's         |           |            |  |       |
| 6                                   |             |                      |            |              |           |            |  |       |
| 7                                   |             |                      |            |              |           |            |  |       |
| 8                                   |             |                      |            |              |           |            |  |       |
| 9                                   |             |                      |            |              |           |            |  |       |
| 10                                  |             |                      |            |              |           |            |  |       |
| Remarks : Towards MGA Site purpose. |             |                      |            |              |           |            |  |       |
| Prepared By                         |             | Pushpalatha          |            | Approved by  |           | T. Madhu   |  |       |
| Sign. & Date                        |             | 20-09-2021           |            | Sign. & Date |           | 20-09-2021 |  |       |

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