

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/12/21		Prepared by: Heda	
PO/WO no. 83737		PO / WO Date. 18/12/21	
Supplier Name Royal Samant		PO/WO amount 90,158/-	
Firm/Company SS 24		Project SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	871	27/12/21	92,136/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			92,136/-
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	-	-	10/22/21 ☐ 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:			92,136/-
Amount E – PO / WO value:			90,158/-
Amount F – Difference (A – E): GST-18%			1,978/-
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 / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. _____ ☒ No	
Payment – due date		5/1/22	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

APPROVED
31 DEC 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/-

(ORIGINAL FOR RECIPIENT)

INWARD	
Inward No: 17443	Dt: 27/12/20
MRN No: 101225	Dt: 27/12/20
Received By:	Sign: 
SUMMIT SALES LLP	

Purchase Order

Page(s) 1 Of 2

23-12-2021 3:41:34 PM



15.12.21 11:28:55

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No	83737	169270
	Doc Date	18-12-2021	
	Quote No	NIL	
	Quote Date	14-12-2021	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7270 - Plumbing - PVC - Single Socket Pipe 10ft - 4 In - nos	50.00	1,254.27	51.00	18.00	36,260.95
2 10032 - Plumbing - PVC - Floor Trap - 4 In - nos	64.00	293.97	51.00	18.00	10,878.30
3 7434 - Plumbing - PVC - Reducer Tee - other - nos 4" x 3"	44.00	312.41	51.00	18.00	7,947.96
4 7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3 In - nos	50.00	672.96	51.00	18.00	19,455.27
5 10024 - Plumbing - PVC - Bend with door - 3 In - nos	45.00	114.28	51.00	18.00	2,973.45
6 10023 - Plumbing - PVC - Bend Plain - 3 In - nos	45.00	141.29	51.00	18.00	3,676.22
7 7278 - Plumbing - PVC - Solvent Cement - 250ml - nos	36.00	163.00	55.00	18.00	3,115.91
8 7279 - Plumbing - PVC - Solvent Cement - 500ml - nos	36.00	306.00	55.00	18.00	5,849.50
Total Order Value . . .					90,157.56

Rupees : Ninty Thousand One Hundred Fifty Seven and Paise Fifty Six Only.

Terms and Conditions :-**Specification /** All items shall be of Sudhkhar brand**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** Included in the above price.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purposeFor **Summit Sales LLP**

Accepted the above Terms And Conditions

Authorised Signatory

For **Praful Sanitary**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

23-12-2021 3:41:34 PM

Original / Office Copy / Purchase Div.Copy

Completion Date Nil
Measurment Nil
Security Nil
Remarks

Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name :

Date : _/_/_

Purchase Order

Page(s) 1 Of 2

21-12-2021 11:43:13 AM

Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

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

GSTIN 36ACWPG864A1ZG
65526886.

40077300
9849624797

Doc No	83737	169270
Doc Date	18-12-2021	
Quote No	NIL	
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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 Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Date : __/__/__



For MDs APPROVAL

- ☐ High Value Quantity beyond limits.
- ☒ Po/Req. processed post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SLLP stock
- ☐ Other

Accepted the above Terms And Conditions

For **Praful Sanitary**

Purchase Order

Page(s) 2 Of 2

21-12-2021 11:43:13 AM

Original / Office Copy / Purchase Div.Copy

Completion Date Nil
Measurement Nil
Security Nil
Remarks

Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For **Summit Sales LLP**

Authorised Signatory



Name : _____

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__

1568

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		14-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169270	
Material required before date:					ID No.		72155

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Single Socket Pipe	4"	50	Length		
2	Floor Trap	4"	64	Nos		
3	PVC Reducer Tee	4"x3"	44	Nos		
4	Single Socket Pipe	3"	50	Length		
5	Bend With Door	3"	45	Nos		
6	PVC Plain Bend	3"	45	Nos		
7	PVC Solution	250ml	36	Nos		
8	PVC Solvent	500ml	36	Nos		

Remarks: For Stock Replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	14-12-2021	Sign. & Date	

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

