

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/1/22		Prepared by: Sneh		Serial no. 1555	
Supplier name: praful Sanitary				HO inward no.	
Firm/Company: SHUP		Project: SHUP		HO received date	
PO/WO date: 13/12/21		PO/WO No. 83564		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	ps/21-22/866	24/12/21	5,098/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				5,098/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	10/223		Proof of delivery matches MRN		☒ 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:				5,098/-	
Amount E – PO / WO value:				5,097.60/-	
Amount F – Difference (A – E):					
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		24/12/22			
Remarks: final bill -					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sneh	Sneh			
Sign:	Sneh	Sneh			
Date	20/1/22	20 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

(DUPLICATE FOR TRANSPORTER)

Summit Sales LLP
5-4-187/3&4, IInd Floor, M.G Road
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

24-Dec-21	Destination	Cherlapally
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INWARD	
Inward No: 17440	Dt: 27/12/2
MRN No: 101223	Dt: 27/12/2
Received By:	Sign: <i>Sen</i>
SUMMIT SALES LLP	



Purchase Order

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13-12-2021 13:27:34



83564

09.12.21 3:17:43

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	83564	169250
Doc Date	13-12-2021	
Quote No	Nil	
Quote Date	13-12-2021	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7327 - Plumbing - PVC - Connection - 2 ft - nos	60.00	120.00	40.00	18.00	5,097.60
Total Order Value . . .					5,097.60
Rupees : Five Thousand Ninty Seven and Paise Sixty Only.					

Terms and Conditions :-

Specification / All items shall be of Sudhkhhar 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 purpose

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 invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__

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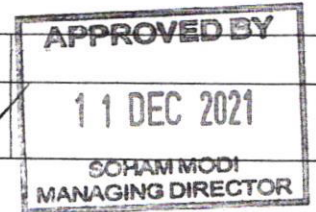
Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		10-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169250	
Material required before date:						ID No. 72012	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	CP-Wall Mixture		10	Nos		
2	CP-Sink Coak With Swivel Spout		20	Nos		
3	CP-Shower Arm		10	Nos		
4	CP-Shower Head 83563		10	Nos		
5	CP-Pillar Cock		20	Nos		
6	CP-Angle Cock		30	Nos		
7	CP-Health Faucet		10	Nos		
8	PVC Connection 83564	2'	60	Nos		

Remarks: For Stock replenishing Purpose

Prepared By	Bhavani	
Sign.& Date	10-12-2021	Sign. & Date



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