

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

|                                                |  |                    |  |                           |  |
|------------------------------------------------|--|--------------------|--|---------------------------|--|
| Date: 22/1/22                                  |  | Prepared by: H. de |  | Serial no.                |  |
| Supplier name: Premium Engineering Corporation |  | Project: SHUP      |  | HO inward no. 177         |  |
| Firm/Company: SHUP                             |  | PO/WO No. 84463    |  | HO received date: 20/1/22 |  |
| PO/WO date: 11/1/22                            |  | Scan ID:           |  |                           |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                                   |
|--------|----------|-----------|-------------|---------------------------------------------------------------------|
| 1.     | 1527     | 20/1/22   | 1,25,604/-  | <input checked="" 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            |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

|                                                                                                                                                                                                                                                   |                                                                                                                                                                 |                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                                    |                                                                                                                                                                 | 1,25,604/-                                                          |
| Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                                                                                                                                                                 |                                                                     |
| MRN nos.: 102568                                                                                                                                                                                                                                  | Proof of delivery matches MRN                                                                                                                                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                                 |                                                                                                                                                                 |                                                                     |
| Amount C – Other Debits :                                                                                                                                                                                                                         |                                                                                                                                                                 |                                                                     |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                       |                                                                                                                                                                 | 1,25,604/-                                                          |
| Amount E – PO / WO value:                                                                                                                                                                                                                         |                                                                                                                                                                 | 1,25,605/-                                                          |
| Amount F – Difference (A – E):                                                                                                                                                                                                                    |                                                                                                                                                                 |                                                                     |
| Quantity received as per PO / WO                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |                                                                     |
| Close PO / WO                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |                                                                     |
| Payment – due date                                                                                                                                                                                                                                | 29/1/22                                                                                                                                                         |                                                                     |
| Remarks:                                                                                                                                                                                                                                          |                                                                                                                                                                 |                                                                     |

|                |                  |                  |            |            |                  |
|----------------|------------------|------------------|------------|------------|------------------|
| Approved by    | Purchase Officer | Purchase Manager | MD         | Accountant | Accounts Manager |
| Name:          | H. de            |                  |            |            |                  |
| Sign:          |                  |                  |            |            |                  |
| Date           | 25/1/22          |                  |            |            |                  |
| 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.





## Purchase Order

Page(s) 1 Of 2

18-01-2022 14:53:26



84443

08.01.22 11:42:54

From Company : **Summit Sales LLP**

5-4-187/3&amp;4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Premier Engineering Corporation

183/184, R.P. Road, Secunderabad - 500 0033

**GSTIN** 36AAEFM1459R1ZP

27538818..

27538811

9885857395 / 93910-20196

**Doc No**

84443

169334

**Doc Date**

11-01-2022

**Quote No**

NIL

**Quote Date**

03-01-2022

**SupplyType**

Supply

**Kind Attn : Mr. Desai.7288883664**

Purchase Order for the Supply of following Items.

| Item Name                                                                             | Qty   | Rate     | Dis%  | GST   | Amount            |
|---------------------------------------------------------------------------------------|-------|----------|-------|-------|-------------------|
| 1 4814 - Electrical - wires - Cu multistand wires yellow - 18 or 1 sq mm - Bundle     | 16.00 | 1,530.00 | 46.00 | 18.00 | 15,598.66         |
| 2 4815 - Electrical - wires - Cu multistand wires Black - 1 18 or 1 sq mm - Bundle    | 16.00 | 1,530.00 | 46.00 | 18.00 | 15,598.66         |
| 3 4816 - Electrical - wires - Cu multistand wires Red - 1 18 or 1 sq mm - Bundle      | 16.00 | 1,530.00 | 46.00 | 18.00 | 15,598.66         |
| 4 4818 - Electrical - wires - Cu multistand wires yellow - 3 20 or 2.5 sq mm - Bundle | 8.00  | 3,620.00 | 46.00 | 18.00 | 18,453.31         |
| 5 4819 - Electrical - wires - Cu multistand wires Black - 3 20 or 2.5 sq mm - Bundle  | 8.00  | 3,620.00 | 46.00 | 18.00 | 18,453.31         |
| 6 4821 - Electrical - wires - Cu multistand wires Blue - 7 20 or 4 sq mm - Bundle     | 6.00  | 5,480.00 | 46.00 | 18.00 | 20,951.14         |
| 7 4822 - Electrical - wires - Cu multistand wires Black - 7 20 or 4 sq mm - Bundle    | 6.00  | 5,480.00 | 46.00 | 18.00 | 20,951.14         |
| <b>Total Order Value . . .</b>                                                        |       |          |       |       | <b>125,604.86</b> |

Rupees : One Lakh(s) Twenty Five Thousand Six Hundred Four and Paise Eighty Six Only.

**Terms and Conditions :-****Specification / Brand** All items shall be of "Gloster" brand, FRLSH grade.**Payment Terms** Within 30 days of delivery.**Tax** GST included in above price.**Delivery Date** Within 3 days**Delivery Location** Summit Housing LLP  
Cherlapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra**Penalty For Delay** Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. above Order for stock replenishing purpose.**Completion Date** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Premier Engineering Corporation**Name : 

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

## Purchase Order

Page(s) 2 Of 2

18-01-2022 14:53:26

Original / Office Copy / Purchase Div.Copy

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.

*[A large diagonal line is drawn across the page, likely indicating a cancellation or a placeholder for a signature.]*

For **Summit Sales LLP**

Authorised Signatory

  
Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Premier Engineering Corporation**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_



## Purchase Order

Page(s) 1 Of 2

13-01-2022 12:01:22 PM

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

Premier Engineering Corporation  
183/184, R.P. Road, Secunderabad - 500 0033

**GSTIN** 36AAEFM1459R1ZP 27538818..  
27538811 9885857395 / 93910-20196

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 84443      | 169334 |
| <b>Doc Date</b>   | 11-01-2022 |        |
| <b>Quote No</b>   | NIL        |        |
| <b>Quote Date</b> | 03-01-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr. Desai.7288883664**

Purchase Order for the Supply of following Items.

| Item Name                                                                             | Qty   | Rate     | Dis%  | GST   | Amount            |
|---------------------------------------------------------------------------------------|-------|----------|-------|-------|-------------------|
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| <b>Total Order Value . . .</b>                                                        |       |          |       |       | <b>125,604.86</b> |

Rupees : One Lakh(s) Twenty Five Thousand Six Hundred Four and Paise Eighty Six Only.

### Terms and Conditions :-

**Specification /** All items shall be of "Gloster" brand, FRLSH grade.

**Payment Terms** Within 30 days of delivery.

**Tax** GST included in above price.

**Delivery Date** Within 3 days

**Delivery Location** Summit Housing LLP  
Cherlapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra

**Penalty For Delay** Nil

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

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. above Order for stock replenishing purpose.

**Completion Date** Nil

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**For MDs APPROVAL**

12 For value/quantity beyond limits.

13 For Reel processed-post

14 Approval for technical verification.

15 Replenishing SLLP stock

**APPROVED BY**

**17 JAN 2022**

**SOHAM MODI**  
**MANAGING DIRECTOR**

Accepted the above Terms And Conditions

For **Premier Engineering Corporation**

## Purchase Order

Page(s) 2 Of 2

13-01-2022 12:01:22 PM

Original / Office Copy / Purchase Div.Copy

**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 **Premier Engineering Corporation**

Date : \_\_/\_\_/\_\_

**Requisition Form**

| Company Name:                           |             | SUMMIT SALES LLP   |          | Date:        |           | 03-01-2022 |       |
|-----------------------------------------|-------------|--------------------|----------|--------------|-----------|------------|-------|
| Site & Phase :                          |             | SUMMIT HOUSING LLP |          | Time:        |           | 11:00 AM   |       |
| Supplier                                |             |                    |          | Req. No.     |           | 169334     |       |
| Material required before date:          |             |                    |          |              | ID No.    |            | 72851 |
| S.No                                    | Description | Size               | Quantity | Units        | Inward No | Date       |       |
| 1                                       | Yellow wire | 1/18               | 16       | Bundle       |           |            |       |
| 2                                       | Black wire  | 1/18               | 16       | Bundle       |           |            |       |
| 3                                       | Red wire    | 1/18               | 16       | Bundle       |           |            |       |
| 4                                       | Yellow wire | 3/20               | 8        | Bundle       |           |            |       |
| 5                                       | Black wire  | 3/20               | 8        | Bundle       |           |            |       |
| 6                                       | Blue wire   | 7/20               | 6        | Bundle       |           |            |       |
| 7                                       | Black wire  | 7/20               | 6        | Bundle       |           |            |       |
| Remarks: For Stock Replenishing Purpose |             |                    |          |              |           |            |       |
| Prepared By                             |             | Vanajakshi         |          |              |           |            |       |
| Sign.& Date                             |             | 03-01-2022         |          | Sign. & Date |           |            |       |

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

