

PURCHASE DIVISION
Advice for approval for credit to supplier

(F)

Date: 12/3/22		Prepared by: Ramya		Serial no. 2060	
Supplier name: Elegant Enterprises		Project: SHILLP		HO inward no.	
Firm/Company: SLLP		PO/WO No. 85642		HO received date	
PO/WO date: 17/2/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2122-0567	04/3/22	49,807.00	☒ Yes ☐ No
2.	EE 2122-0549	22/2/22	14,160.00	☐ Yes ☐ No
3.	EE 2122-0548	22/2/22	3,156.00	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges): 67,117.

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos: 104539/104111/104112	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: 67,117.

Amount E - PO / WO value: 64,604.40

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: 21/3/22

Remarks: final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	P. Prabhakar			
Sign:					
Date	12/3/22	14 MAR 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.

Inward No: 17754	Dt: 22/2/22
MRN No: 104111	Dt: 23/2/22
Received By:	Sign: 
SUMMIT SALES LLP	

Purchase Order

Page(s) 1 Of 1

18-02-2022 11:11:18 AM

C



85642

14.02.22 2:32:33

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

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	85642	169476
Doc Date	17-02-2022	
Quote No	NIL	
Quote Date	14-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4555 - Electrical - other - Earth pipe - 2 In - nos 2" x 5.5'	20.00	525.00	0.00	18.00	12,390.00
2 4536 - Electrical - other - Copper plate - 1 ft x1 ft - kgs 1' x 1' x 3mm	48.00	835.00	0.00	18.00	47,294.40
3 4804 - Electrical - other - Earth Powder - NA - bags	20.00	140.00	0.00	5.00	2,940.00
Total Order Value . . .					62,624.40

Rupees : Sixty Two Thousand Six Hundred Twenty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.**Payment Terms** Against 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** 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, Above order is 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

FOR MDs APPROVAL

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

APPROVED BY

19 FEB 2022

SOHAM MOJI
MANAGING DIRECTORFor **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		14.02.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169476	
Material required before date:		10.01.2022		ID No.		73873	
No	Description	Size	Quantity	Units	Inward No	Date	
1	GI -Earth pipe	2"x5.5'	20	Nos			
2	Copper plate	1'x1x3mm	20	Nos			
3	Bentonite powder		20	Bags			
Remarks: For Stock Replenishing purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		14.02..2022		Sign. & Date			



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

85642