PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/04/2022	Prepared by	MINISH.	Serial no.	3145
Supplier name	Veerabhadra Enterprises.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	11/04/2022	PO/WO No.	87275.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	031	11/04/2022.	36,246/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		36,246/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 106178.		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:			36,246/-
Amount E – PO / WO value:			36,246/-
Amount F – Difference (A – E).			- Nil -
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	25/04/2022		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		16 APR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

GSTIN No. 36AEMPG9276J1ZV

TAX INVOICE / CASH / CREDIT

Ph : 27810914
Cell : 7989596166

Veerabhadra Enterprises

Dealers in : Chemicals, Acids & General Goods

D. No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | Email : veerabhadra1930@gmail.com

Name : Summit Sales.
Address : M.G. Road
87225 / 169676.
GSTIN No :
State : TS.
State Code : 36.

Invoice No. : 031
Invoice Date : 11/4/2022.
DC No. :
State : Telangana
State Code : 36

Transportation Mode :
Vehicle Number :
Date of Supply :

S. No	Description of Goods	HSN Code	Qty.	Rate	Taxable Value 5%	18%	~~12%~~ - 0%
1	Acid. ✓		60 ltr	15/-		900-00	
2	odonil		48	40/-		1920-00	
3	Room freshner		24	80/-		1920-00	
4	B. Brooms.		50	75/-			3750.00
5	Sanfoor Hlw.		48.	80/-		3840-00	
6	Dust Pan.		12.	20/-		240-00	
7	Bucket w/mg.		10	220/-		2200-00	
8	Cleaning Cloth		240.	15/-	3600-00		
9	Harpic.		24	84/-		2016-00	
10	mopping stick.		50	120/-		6000-00	
11	Phenyl ✓		20	40/-		800-00	
12	Bleaching Powder ✓		5x25kg	900/-		4500-00	

Amount in words :

INWARD
Inward No: 8022 Dt: 15/4/22
MRN No: [illegible] Dt: [illegible]
Received By:
Sign:
MRN. 106178
SUMMIT SALES LLP

	5%	18%	0%
Total Amount before Tax	3600-00	24336-00	3750-00
Add SGST	90-00	2190.24	
Add CGST	90-00	2190.24	
Add IGST			
Round Off		-.48	
Total Amount after Tax	3780-00	28716-00	3750-00
Total Tax Amount		GRAND TOTAL	36246/-

SUMMIT SALES LLP
INWARD
No: 93930
Date: 16/4
Sign:
R.R. DIST.

Bank Details :
A/c No. **303011023425**
Branch : **General Bazar, Secunderabad**
IFSC Code : **KKBK0007450**
Main Branch : **Kotak Mahindra Bank**

Terms & Conditions :
- All Cheques Should be in Favour of M/s. Veerabhadra Enterprises, Hyderabad only
- Cheques Subject to realisation.
- Goods once sold will not be taken back.

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 11-04-2022 14:18:28

87275
04.04.22 1:33:43

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

Supplier Details

Veerabhadra Enterprises
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

GSTIN 36AEMPG9276J1ZV
040 - 66338850 9246269111

Doc No	87275	169676
Doc Date	11-04-2022	
Quote No	Nil	
Quote Date	11-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4000 - Consumables - Acid - NA - ltrs *1ltrs*	60.00	15.00	0.00	18.00	1,062.00
2	4001 - Consumables - Air Freshner - NA - nos *Odonil*	48.00	40.00	0.00	18.00	2,265.60
3	4001 - Consumables - Air Freshner - NA - nos *Room freshners*	24.00	80.00	0.00	18.00	2,265.60
4	4003 - Consumables - Bombay Broom - Big - nos	50.00	75.00	0.00	0.00	3,750.00
5	4022 - Consumables - Dettol - NA - nos *Santtor Hand wash*	48.00	80.00	0.00	18.00	4,531.20
6	4098 - Consumables - Dust pan - NA - nos	12.00	20.00	0.00	18.00	283.20
7	4006 - Consumables - Bucket - other - nos *with Mug*	10.00	220.00	0.00	18.00	2,596.00
8	4008 - Consumables - Cleaning Cloth - other - nos *Yellow-120 Check Cloth*	240.00	15.00	0.00	5.00	3,780.00
9	4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	84.00	0.00	18.00	2,378.88
10	4041 - Consumables - Mopping stick - NA - nos	50.00	120.00	0.00	18.00	7,080.00
11	4046 - Consumables - Phinyle - 1Ltr - nos	20.00	40.00	0.00	18.00	944.00
12	4067 - Consumables - Bleach powder - NA - kgs *25kg*	5.00	900.00	0.00	18.00	5,310.00
					Total Order Value . . .	**36,246.48**

Rupees : Thirty Six Thousand Two Hundred Fourty Six and Paise Fourty Eight Only.

<u>Terms and Conditions :-</u>

Specification /	As per details given in the quotation.
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

For ***Summit Sales LLP***
Authorised Signatory

Name : 12/04/2022

Accepted the above Terms And Conditions
For ***Veerabhadra Enterprises***

Name : ____________________

Date : __/__/____

Purchase Order

11-04-2022 14:18:28

Original / Office Copy / Purchase Div.Copy

Phone. 9618244433, Hamendra

Penality 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 for Stock maintain 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 : 12/04/2022

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169676
Material required before date:		ID No.	75474

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Aie freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Dettol handwash-santhoor		48	Nos		
6.	Dust pan		12	Nos		
7.	Sponges		500	Nos		
8.	PVC Bucket		10	Nos		
9.	Cleaning cloth yellow		120	Nos		
10.	Harpic cleaner	500ml	24	Nos		
11.	Check cloth 87273		120	Nos		
12.	Mopping stick		50	Nos		
13.	Phinyle	1liter	20	Nos		
14.	Scrubber		20	Nos		
15.	Surf	500grams	30	Nos		
16.	Vimbar		48	Nos		
17.	Lizol	1liter	24	Nos		
18.	Colin 87279	500ml	20	Nos		
19.	Water bottles		30	Nos		
20.	Cleaning brush		10	Nos		
21.	Torch light	Big	5	Nos		
22.	GI Buckets		48	Nos		
23.	Bombay brooms 87278	small	300	Nos		
24.	Bleaching powder		5	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 11 APR 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	08.04.2022	Sign. & Date	

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