# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 27/04/2022 | Prepared by | MINISH | Serial no. | 3556 |
| Supplier name | Veerabhadra Renterprises. | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 21/04/2022 | PO/WO No. | 87596. | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 051 | 23/04/2022 | 16,696/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | | |
|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 16,696/- | |

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

| | | | |
|---|---|---|---|
| MRN nos.: | 106552. | 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: | 16,696/- |
| Amount E – PO / WO value: | 16,649/- |
| Amount F – Difference (A – E). | (+) 47/- |
| 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 | 02/05/2022 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | | | | |
| Date | | 27 APR 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

MINISH PARIKH
MANAGER PROCUREMENT

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 LLP.
Address : M.G.Road.
87596 | 169699.
GSTIN No : 36ACQFS2044C1Z7
State : T.S. State Code : 36.

Invoice No. : 051
Invoice Date : 23/4/22.
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% | Taxable Value 18% | Taxable Value 12% - 0% |
|---|---|---|---|---|---|---|---|
| 1 | Acid. | | 60 ltr | 15/- | | 900.00 | |
| 2 | odonil | | 48 nos | 40/- | | 1920.00 | |
| 3 | Room freshner | | 24 " | 80/- | | 1920.00 | |
| 4 | Bombay brooms. | | 50 " | 84/- | | | 4200.00 |
| 5 | Surf | | 30 nos | 25/- | | 750.00 | |
| 6 | Colin. | | 20 " | 80/- | | 1600.00 | |
| 7 | Rubber Top bottles. | | 20 " | 175/- | | 3500.00 | |

INWARD
Inward No: 18068 Dt: 27/4/22
MRN No: 106552 Dt: 27/4/22
Received By: Sign:
SUMMIT SALES LLP

Amount in words :

| | | |
|---|---|---|
| Total Amount before Tax | 10590.00 | |
| Add SGST | 953.10 | |
| Add CGST | 953.10. | |
| Add IGST | | |
| Round Off | -20 | |
| Total Amount after Tax | 12496.00 | 4200.00 |
| Total Tax Amount | GRAND TOTAL | 16696.00 |

**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.

SUMMIT SALES LLP R.R. DIST. INWARD No: 93809 Date: 27/4 Sign:

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

# Purchase Order

 21-04-2022 14:49:13

Div.Copy

87596

20.04.22 3:07:37

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 | **Doc No** | 87596 | 169699 |
| D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | **Doc Date** | 21-04-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEMPG9276J1ZV | **Quote Date** | 21-04-2022 | |
| 040 - 66338850 9246269111 | **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 | 60.00 | 15.00 | 0.00 | 18.00 | 1,062.00 |
| 2 | 4001 - Consumables - Air Freshner - NA - nos<br>*Odonil* | 48.00 | 40.00 | 0.00 | 18.00 | 2,265.60 |
| 3 | 4001 - Consumables - Air Freshner - NA - nos<br>*Room Freshners* | 24.00 | 80.00 | 0.00 | 18.00 | 2,265.60 |
| 4 | 4003 - Consumables - Bombay Broom - Big - nos | 50.00 | 84.00 | 0.00 | 0.00 | 4,200.00 |
| 5 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 30.00 | 25.00 | 0.00 | 18.00 | 885.00 |
| 6 | 4014 - Consumables - Colin - 500ml - nos | 20.00 | 78.00 | 0.00 | 18.00 | 1,840.80 |
| 7 | 4004 - Consumables - Bottle - NA - nos | 20.00 | 175.00 | 0.00 | 18.00 | 4,130.00 |
| | | | | **Total Order Value . . .** | | **16,649.00** |

Rupees : Sixteen Thousand Six Hundred Fourty Nine Only.

## Terms and Conditions :-

| | |
|---|---|
| **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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 |

For ***Summit Sales LLP***

Authorised Signatory

Name : 23/04/2022

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

# Purchase Order

 21-04-2022 14:49:13 Original / Office Copy / Purchase Div.Copy

**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 : 23/04/2022

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : __________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 19.04.2022 |
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | 169699 |
| Material required before date: | | ID No. | 75788 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Acid | 1liter | 60 | Nos | | |
| 2. | Air freshner-odonil | | 48 | Nos | | |
| 3. | Room freshner | | 24 | Nos | | |
| 4. | Bombay brooms | Big | 50 | Nos | | |
| 5. | Coconut brooms - | | 100 | Nos | | |
| 6. | Key chain rings | | 100 | Nos | | |
| 7. | Spomges - 87599 | | 500 | Nos | | |
| 8. | Gunny bags 87598 | | 500 | Nos | | |
| 9. | Surf | 500grams | 30 | Nos | | |
| 10. | Colin 87596 | 500ml | 20 | Nos | | |
| 11. | Bubble can | 20 liters | 20 | Nos | | |

Remarks: For Stock repleneshing purpose.

| | | | |
|---|---|---|---|
| Prepared By | Vanajakshi | Approved by | |
| Sign.& Date | 19.04.2022 | Sign. & Date | APPROVED BY 20 APR 2022 SOHAM MODI MANAGING DIRECTOR |

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