

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/05/2022		Prepared by: MINISH		Serial no. 4611																															
Supplier name: Veerabhadra Butaprisa		HO inward no.																																	
Firm/Company: SCLP		Project: SHLP		HO received date																															
PO/WO date: 24/05/2022		PO/WO No. 88546		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	133	24/05/2022	2,596/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges): 2,596/-																																			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.: 107823	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: 2,596/-																																			
Amount E – PO / WO value: 2,596/-																																			
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			06/06/2022																																
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	Name:						Sign:						Date						Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
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Name:																																			
Sign:																																			
Date																																			
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.

5204

108

2000-2001

INWARD	
INSTR. NO.	2001
MR. NO.	108
RECEIVED BY	P
SUMMIT SALES LTD.	



Purchase Order

88546

20.05.22 3:37:20

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	88546	169813
Doc Date	24-05-2022	
Quote No	Nil	
Quote Date	24-05-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4006 - Consumables - Bucket - other - nos with Mug	10.00	220.00	0.00	18.00	2,596.00
Total Order Value . . .					2,596.00

Rupees : Two Thousand Five Hundred Ninty Six 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 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 for Stock maintain
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 **Veerabhadra Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		21.05.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169813	
Material required before date:				ID No.			
				76655			
N o	Description	Size	Quantity	Units	Inward No	Date	
✓ 1.	Coconut Brooms	88545	100	Nos			
✓ 2.	PVC Bucket	885ub	10	Nos			
Remarks: For stock replenishig purpose.							
Prepared By		Vanajakshi		Approved by			
Sign.& Date		21.05.2022		Sign. & Date			

APPROVED BY

23 MAY 2022

SOHAM MODI

MANAGING DIRECTOR

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