PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	16/9/22	Prepared by	Kavitha	Serial no.	
Supplier name	veerabhadra Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLP	HO received date	
PO/WO date	2/9/22	PO/WO No.	91553	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	396	12/9/22	6532/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6532/-

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

MRN nos.:	111775	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:	6532/-
Amount E – PO / WO value:	6532/-
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	26/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	16/9/22				
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.

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 :

GSTIN No : 36ACQFS2044C1Z7
State : T.S State Code : 36

Invoice No. : 396
Invoice Date : 13/9/2022
DC No. : PO 91553
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)	Detergent V.L.M.		24 NOS	40/-		960=00	
2)	H.B.L 500ML		24 NOS	84/-		2016=00	
3)	COLIN 500ML		20 BOTL	78/-		1560=00	
4)	COBWEB STIC		10 NO	100/-		1000=00	

Amount in words :

INWARD
Inward No: 8692 Dt: 14/9/22
MRN No: 111725 Dt: 16/9/2
Received By: Sign:
SUMMIT SALES LLP

Total Amount before Tax	5536=00
Add SGST	498=24
Add CGST	498=24
Add IGST	
Round Off	-0=48
Total Amount after Tax	6532=00
Total Tax Amount	
GRAND TOTAL	6532=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.
IN WARD No: 9918 Date: 16/9/22 Sign:

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 03-09-2022 10:02:17

91553
01.09.22 10:54:24

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.	**Doc No**	91553	170143
	Doc Date	02-09-2022	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	29-08-2022	
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	767300 - CONS-Consumables - Detergent --Vim - - - Nos	24.00	40.00	0.00	18.00	1,132.80
2	283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos	24.00	84.00	0.00	18.00	2,378.88
3	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	20.00	78.00	0.00	18.00	1,840.80
4	619600 - CONS-Consumables - Cobweb broom stick-- - - - Nos	10.00	100.00	0.00	18.00	1,180.00
	Total Order Value . . .					**6,532.48**

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

Terms and Conditions :-

Specification /	All Items shall be of 1st qlty.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad 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 repleneshing 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 delivery /DC can be sent by email.

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

Name : 06/09/22

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

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	29.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170143			
Material required before date:		ID No.	79369			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS7673-Consumables-Detergent --Vim --Nos	24	0	24		
2	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	24	44	24		
3	CONS6703-Consumables-Colin 500 ml----Nos	20	14	20		
4	CONS6196-Consumables-Cobweb broom stick----Nos	10	0	10		
5	CONS1509-Consumables-Torch Light- Big----Nos — Reflections	5	4	5		
6	HARD4242-Hardware-Hacksaw blade Single----Boxes	100	147	100		
7	HARD6418-Hardware-Hacksaw blade Double----Boxes Shubam	100	183	100		
8						
9						
10						
Remarks:	For Stock Repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

Avi PO: 91553

APPROVED BY
1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR