PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/10/22	Prepared by	Prabhakar	Serial no.	
Supplier name	veerabhadra Enterprises			HO inward no.	**9799**
Firm/Company	SSHP	Project	SSHP	HO received date	
PO/WO date	14/10/22	PO/WO No.	92921	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	463	15/10/22	19,795/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,795/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	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:	19,795/-
Amount E – PO / WO value:	20,560/-
Amount F – Difference (A – E):	765/-
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	31/10/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		23 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
SR. MANAGER PURCHASE

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 : Medchal.

92921 | 170275

GSTIN No: 36ACWFS2044C2Z7

State : TS. State Code : 36.

Invoice No. : 463

Invoice Date : 15/10/22.

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%	~~12%~~ - 0%
1	Acid.		60 ltr	15/-		900.00	
2	Bombay Brooms.		50	55/-			2750.00
3	Coco brooms.		100	15/-			1500.00
4	H/w tissue.		48	84/-		4032.00	
5	Wiper.		10	80/-		800.00	
6	Plastic (Broom)		48	80/-		3840.00	
7	Mopping Cloth		120	15/-	1800.00		
8	Mopping Stick.		20	100/-		2000.00	

	5%	18%	0%
Total Amount before Tax	1800.00	11572.00	
Add SGST	45.00	1041.48	
Add CGST	45.00	1041.48	
Add IGST			
Round Off		+ 04	
Total Amount after Tax	1890.00	13655.00	4250.00
Total Tax Amount		GRAND TOTAL	19795.00

Amount in words :

INWARD
Inward No: 18862 Dt: 17/10/22
MRN No: 112869 Dt: 18/10
Received By: Sign:
SUMMIT SALES LLP

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: 100605
Date: 21/10/24
Sign:

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 15-10-2022 11:33:13

92921

11.10.22 11:08:40

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**	92921	170275
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	14-10-2022	
	Quote No	Nill	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	11-10-2022	
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	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	60.00	15.00	0.00	18.00	1,062.00
2	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
3	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	100.00	15.00	0.00	18.00	1,770.00
4	663900 - CONS-Consumables - Handwash liquid-- - - - Nos	48.00	84.00	0.00	18.00	4,757.76
5	668900 - CONS-Consumables - Wiper-- - - - Nos	10.00	80.00	0.00	18.00	944.00
6	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	48.00	80.00	0.00	18.00	4,531.20
7	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	120.00	15.00	0.00	5.00	1,890.00
8	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	20.00	100.00	0.00	18.00	2,360.00
				Total Order Value . . .		**20,559.96**

Rupees : Twenty Thousand Five Hundred Fifty Nine and Paise Ninty Six Only.

Terms and Conditions :-

Specification /	After Delivery & Production of bill
Payment Terms	Inclusive of all taxes
Tax	Next Day.
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

For ***Summit Sales LLP***

Authorised Signatory

Name : __________

Contact - -

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : __________

Date : __/__/___

Purchase Order

15-10-2022 11:33:13

Original / Office Copy / Purchase Div.Copy

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.

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

For ***Veerabhadra Enterprises***

Authorised Signatory

Date : __/__/____

Name : ______________________

Name : ______________________

Contact : -

Requisition Form						
Company Name:	SSLLP	Date:	11.10.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170275			
Material required before date:		ID No.	80570			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos 15 + 18%	60	45	60		
2	CONS6596-Consumables-Bombay Brooms Big ----Nos 55 + 0%	50	41	50		
3	CONS9057-Consumables-Coconut Brooms----Nos 15 + 0%	100	146	100		
4	CONS6639-Consumables-Handwash liquid----Nos 70 + 18%	48	52	48		
5	CONS6689-Consumables-Wiper----Nos 90 + 18%	10	24	10		
6	GENE3689-General Items-Sponges---12pack-Nos 120 + 18%	1000	0	1000		
7	CONS6564-Consumables-Bombay Brooms Small----Nos	500	59	500		
8	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml ~~100~~ 80 + 18%	48	2	48		
9	CONS6493-Consumables-Mopping cloth----Nos Cheks cloth 15 + 5%	120	0	120		
10	CONS8187-Consumables-Mopping Sitck----Nos 100 + 18%	20	0	20		
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.sneha					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
12 OCT 2022
SOHAM MODI
MANAGING DIRECTOR