PURCHASE DIVISION
Advice for approval for credit to supplier

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| | | | | | |
|---|---|---|---|---|---|
| Date: | 20-12-22 | Prepared by | Minish | Serial no. | 11866 |
| Supplier name | Veerabhadra Enterprises | | | HO inward no. | |
| Firm/Company | SS LLP | Project | SHLLP | HO received date | |
| PO/WO date | 14-12-22 | PO/WO No. | 95032 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 617 | 14-12-22 | 13,381/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 13,381/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 115175 — 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: | 13,381/- |
| Amount E – PO / WO value: | 13,381/- |
| 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 | 26-12-22 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 20 DEC 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. LLP.
Address : M.G.road. Sec-bad.
95032/170554.
GSTIN No: 36ACQFS2044C1Z7
State : Trs. State Code : 36.

Invoice No. : 617
Invoice Date : 14/12/22
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% | 18% | 12% - 0% |
|---|---|---|---|---|---|---|---|
| 1 | Vim bars. | | 24 | 25/- | | 600-00. | |
| 2 | Lizol ltr | | 48 | 160/- | | 7680-00 | |
| 3 | Colin | | 20 | 78/- | | 1560-00 | |
| 4 | water bottles. ltr | | 60. | 25/- | | 1500-00 | |

INWARD
Inward No. 19148 Dt: 16/12/22
MRN No: 115175 Dt: 19/12/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No. 102863
Date: 19/12/22
Sign:
R.R. DIST.

Amount in words :

| | | |
|---|---|---|
| Total Amount before Tax | | 11340-00 |
| Add SGST | | 1020-60 |
| Add CGST | | 1020-60. |
| Add IGST | | |
| Round Off | | -20. |
| Total Amount after Tax | | 13381-00 |
| Total Tax Amount | | GRAND TOTAL 13381.00 |

**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.

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

# Purchase Order



14-12-2022 15:44:50

95032
13.12.22 3:48:41

py

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<br>D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | **Doc No** | 95032 | 170554 |
| | **Doc Date** | 14-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEMPG9276J1ZV | **Quote Date** | 12-12-2022 | |
| 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 | 25.00 | 0.00 | 18.00 | 708.00 |
| 2 | 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 48.00 | 160.00 | 0.00 | 18.00 | 9,062.40 |
| 3 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 20.00 | 78.00 | 0.00 | 18.00 | 1,840.80 |
| 4 | 371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos | 60.00 | 25.00 | 0.00 | 18.00 | 1,770.00 |
| | | | | | **Total Order Value . . .** | **13,381.20** |

Rupees : Thirteen Thousand Three Hundred Eighty One and Paise Twenty 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<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 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 deli vary /DC can be sent by email. |

For ***Summit Sales LLP***

Authorised Signatory

14/12/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________________

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | SSLLP | Date: | 12.12.22 | | | |
| Site & Phase : | SHLLP | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 170554 | | | |
| Material required before date: | | ID No. | 82436 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS9748-Consumables-Detergent --Vim --Nos | 24 | 13 | 24 | | |
| 2 | CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos | 48 | 7 | 48 | | |
| 3 | CONS8873-Consumables-Colin 500 ml----Nos PO :- 95032 | 20 | 20 | 20 | | |
| 4 | CONS6689-Consumables-Water Bottles---1 Ltr-Nos | 60 | 12 | 60 | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | For Stock Replenishing Purpose | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Asha jyothi | | | | | |
| Approved By: | Minish | | | | | |
| Sign & Date: | | | | | | |

APPROVED BY
13 DEC 2022
SOHAM MODI
MANAGING DIRECTOR