PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	23/12/22	Prepared by	Ashajyothi	Serial no.	11992
Supplier name	Veerabhadra Enterprises.			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	12/12/22	PO/WO No.	94928	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	611	12/12/22	2,714/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,714/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115330	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:	2,714/-
Amount E – PO / WO value:	2,714/-
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	02/01/2023
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi				
Sign:	Asha				
Date	23/12/22				
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.
94928 / 204543
GSTIN No :
State : T.S. State Code : 36

Invoice No. : 611
Invoice Date : 12/12/2022
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	Plastic covers (B)		200 nos	10.50		2100-00	
2	Plastic covers (S) Pac		2-	100/-		200-00	

INWARD
Inward No: 765 Dt: 16/12/22
MRN No: 115330 Dt:
Received By: Sign:
Saman
MODI PROPERTIES

Amount in words :

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10363
Date: 23/12/22
Sign:

Total Amount before Tax	2300-00
Add SGST	207-00
Add CGST	207-00
Add IGST	
Round Off	
Total Amount after Tax	2714-00
Total Tax Amount	
GRAND TOTAL	2714-00

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

 12-12-2022 12:42:19

94928
29.11.22 5:56:38

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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**	94928	204543
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	12-12-2022	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	10-12-2022	
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	969200 - CONS-Consumables - Plastic Covers-- - - - Nos *Drum size*	200.00	10.50	0.00	18.00	2,478.00
2	969200 - CONS-Consumables - Plastic Covers-- - - - Nos	2.00	100.00	0.00	18.00	236.00
				Total Order Value . . .		**2,714.00**

Rupees : Two Thousand Seven Hundred Fourteen Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Next Day.
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 head office 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

Name : 12/12/2022

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	10.12.2022			
Site & Phase :	Head Office	Time:	3:08			
Unit No./Block No.						
Supplier:		Req. No.	204543			
Material required before date:		ID No.	82356			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	
1	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos 1 LTS	05 10				
2	CONS1624-Consumables-Handwash liquid----Nos	20				
3	CONS2101-Consumables-Dustbin-PVC---Nos small	(BIG) 1				
4	CONS9692-Consumables-Plastic Bucket-with mug White---Nos	4				
5	CONS3861-Consumables-Detergent powder---500gms-Pkts	14				
6	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	4 12				
7	CONS6196-Consumables-Cleaning Cloth----Nos	15				
8	CONS6564-Consumables-Bombay Brooms Big ----Nos	8				
9	CONS7227-Consumables-Acid---1Ltr-Nos	8				
10	CONS7608-Consumables-Phenyl---1 Ltr-Nos	12				
	CONS8187-Consumables-Mopping cloth----Nos	15				
	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts Vaishnavi	10				
	CONS9459-Consumables-Coconut Brooms----Nos PO 94928.	8				
	CONS9748-Consumables-Detergent --Vim --Nos	6 12				
	CONS8219-Consumables-Plastic Covers----Nos Veerabhadra 1050	(Drum Size)200				
	CONS8219-Consumables-Plastic Covers----Nos 100	200				
	CONS6615-Consumables-Cleaning Brush----Nos	6				
Remarks:						

APPROVED
12 DEC 202?
MINISH PARIKH
MANAGER PROCUREMENT

93708
94503

	Engineer	Project Manager		Purchase	
Prepared By:	Jai Kumar. G	Jai Kumar			
Approved By:	Jai Kumar. G				
Sign & Date:	10.12.2022				