

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	10/01/23	Prepared by	Ashajyothi	Serial no.	13052
Supplier name	Veenrabhadra Enterprises			HO inward no.	
Firm/Company	SCLLP	Project	SCLLP	HO received date	
PO/WO date	03/01/23	PO/WO No.	95702	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	686	5/01/23	2,832/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2,832/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	116028		Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges				-	
Amount C –Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				2,832/-	
Amount E – PO / WO value:				2,832/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		16/01/23			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ashajyothi				
Sign:	[Signature]				
Date	10/01/23				
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.

Purchase Order

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03-01-2023 11:51:30



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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

95702

27.12.22 3:31:52

Supplier Details

Veerabhadra Enterprises

D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

GSTIN 36AEMPG9276J1ZV

040 - 66338850

9246269111

Doc No

95702

170644

Doc Date

03-01-2023

Quote No

Nil

Quote Date

02-01-2023

SupplyType

Supply

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 105600 - CONS-Consumables - Mopping stick holder-- - - - Nos	24.00	100.00	0.00	18.00	2,832.00
Total Order Value . . .					2,832.00

Rupees : Two Thousand Eight Hundred Thirty Two 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**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 Replenishing Purpose**Completion Date** Nil**Measurement** 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 :

03/01/2023

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name :

Date : _/_/

Requisition Form

Company Name:	SLLP	Date:	02.01.2023			
Site & Phase :	SHLLP	Time:	11:00:00			
Unit No./Block No.		Req. No.	170644			
Supplier:		ID No.	83059			
Material required before date:						
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9459-Consumables-Cocount Brooms----Nos	100	200	100		
2	CONSS3661-Consumables-Keychain+rings----Nos	250	59	250		
3	CONSS9989-Consumables-Mopping stick holder----Nos	30	7	30		
4	STAT7726-Stationary-Plastic Cards----Nos	200	250	200		
5	HARD7211-Hardware-Hacksaw blade Double----Boxes	200	189	200		
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing purpose					
Prepared By:	Engineer	Project Manager		Purchase		MID
	M.Asha jyothis					
Approved By:	Minish					
Sign & Date:						

2045695702

APPROVED BY
 02 JAN 2023
 SOHAM MODI
 MANAGING DIRECTOR