PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 12/8/20. | Prepared by: | SOWMYA |
| PO/WO no. | 69125 | PO / WO Date. | 25/7/20. |
| Supplier Name | Veerabhadra Enterprises | PO/WO amount | 36,455 |
| Firm/Company | SSllp. | Project | SSllp. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 234 | 1/8/20. | 36,681 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 36,681 |

| Sl. No. | DC No | DC Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 81928 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits : | - |
| Amount C –Other Debits : | - |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 36,681 |
| Amount E – PO / WO value: | 36,455 |
| Amount F – Difference (A – E): | 226 |

| | |
|---|---|
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | ☑ Yes □ ~~No (explained~~ below) |
| Excess / short material received | ☑ Approved ~~– within acceptable~~ limits □ No (explained below) |
| Close PO / W?O | ☑ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ Yes – Rs.____/- ☑ No |
| Payment – due date | **14.8.2020** |

Remarks: Due to Rate changed so it differ its acceptable

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | | | | | |
| Date | 12/8/20. | | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN No. 36AEMPG9276J1ZV

**TAX INVOICE / CASH/CREDIT**

Ph : 66338850
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.

69125/14244

GSTIN No. 36ACQFS2044C1Z7

State : State Code : 36.

Invoice No. : 234

Invoice Date : 7/8/2020.

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% | Taxable Value 12% - 0% |
|---|---|---|---|---|---|---|---|
| 1 | Colin. | | 48Pcs | 70/- | | 3360.00 | |
| 2 | Lizol. | | 48 | 76/- | | 3648.00 | |
| 3 | Harpic. | | 36 | 72/- | | 2592.00 | |
| 4 | odonil A/F. | | 48 | 38/- | | 1824.00 | |
| 5 | Surf | | 30 | 22/- | | 660.00 | |
| 6 | Dettol H/W. | | 48 | 81/- | | 3888.00 | |
| 7 | Room fresner | | 24 | 80/- | | 1920.00 | |
| 8 | Phenyle | | 48 | 45/- | | 2160.00 | |
| 9 | Bucket w/mug | | 10 | 200/- | | 2000.00 | |
| 10 | Empty bags 90k | | 10 | 175/- | | 1750.00 | |
| 11 | Bleaching Powder | | 150kg | 45/- | | 6750.00 | |
| 12 | Door mat | | 12 | 50/- | 600.00. | | |

Amount in Words

Certified by:

Stores Manager

| | 5% | 18% | |
|---|---|---|---|
| Total Amount before Tax | 600.00 | 30552.00 | |
| Add SGST | 15.00 | 2748.68 | |
| Add CGST | 15.00 | 2748.68 | |
| Add IGST | | | |
| Round Off | | -.36 | |
| Total Amount after Tax | 630.00 | 36051.00 | |
| Total Tax Amount | | GRAND TOTAL | 36681.00 |

**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.

INWARD
Inward No: 14707 Dt: 10/8/20
MRN No: 81928 Dt: 10/8/20.
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD 68229 Date 12/8

Certified that the particulars given above are true and correct

**For Veerabhadra Enterprises**

Authorised Signatory

# Purchase Order

 25-07-2020 4:47:56 PM

69125
31.07.20 12:08:29

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** | 69125 | 14744 |
| | **Doc Date** | 25-07-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEMPG9276J1ZV | **Quote Date** | 25-07-2020 | |
| 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 | 4014 - Consumables - Colin - 500ml - nos | 48.00 | 70.00 | 0.00 | 18.00 | 3,964.80 |
| 2 | 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 48.00 | 76.00 | 0.00 | 18.00 | 4,304.64 |
| 3 | 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 36.00 | 72.00 | 0.00 | 18.00 | 3,058.56 |
| 4 | 4001 - Consumables - Air Freshner - NA - nos<br>*Odnil* | 48.00 | 38.00 | 0.00 | 18.00 | 2,152.32 |
| 5 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 30.00 | 22.00 | 0.00 | 18.00 | 778.80 |
| 6 | 4022 - Consumables - Dettol - NA - nos<br>*Hand wash* | 48.00 | 77.00<br>81 | 0.00 | 18.00 | 4,361.28 |
| 7 | 4001 - Consumables - Air Freshner - NA - nos<br>*Room Freshner* | 24.00 | 80.00 | 0.00 | 18.00 | 2,265.60 |
| 8 | 4046 - Consumables - Phinyle - 1Ltr - nos | 48.00 | 45.00 | 0.00 | 18.00 | 2,548.80 |
| 9 | 4006 - Consumables - Bucket - other - nos<br>*with MUG* | 10.00 | 200.00 | 0.00 | 18.00 | 2,360.00 |
| 10 | 4004 - Consumables - Bottle - NA - nos<br>*20 ltrs* | 10.00 | 175.00 | 0.00 | 18.00 | 2,065.00 |
| 11 | 4067 - Consumables - Bleach powder - NA - kgs | 150.00 | 45.00 | 0.00 | 18.00 | 7,965.00 |
| 12 | 4025 - Consumables - Door Mat - other - nos<br>*Cloth Mat* | 12.00 | 50.00 | 0.00 | 5.00 | 630.00 |
| | | | | | **Total Order Value . . .** | **36,454.80** |

Rupees : Thirty Six Thousand Four Hundred Fifty Four and Paise Eighty Only.

## Terms and Conditions :-

**Specification / Brand** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** Inclusive of all taxes

**Delivery Date** Next Day.

**Delivery Location** Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

# Purchase Order

 25-07-2020 4:47:56 PM Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| | Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | 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 maintain Purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 22.7.2020 |
| Site & Phase : | SHLLP | Time: | 14.30 |
| Supplier | | Req. No. | 14744 |
| Material required before date: | | ID No. | 58700 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | COLIN | | 48 | NOS | | |
| 2 | LIZOL | | 48 | NOS | | |
| 3 | HARPIC | | 36 | NOS | | |
| 4 | ODONIL | | 48 | NOS | | |
| 5 | SURF PACKETS 69125 | | 30 | PKTS | | |
| 6 | SANTOOR HAND WASH | | 48 | NOS | | |
| 7 | ROOM FRESHER | | 24 | NOS | | |
| 8 | BOMBAY BROOMS | BIG | 50 | NOS | | |
| 9 | COTH MAT | | 12 | NOS | | |
| 10 | PHENYL | | 48 | NOS | | |
| 11 | PVC BUCKET WITH MUG | | 10 | NOS | | |
| 12 | BLUE SHEET | 12X18 | 10 | NOS | | |
| 13 | BUBBLE CANS 69126 | | 10 | NOS | | |
| 14 | BLEACHING POWDER | | 150 | KGS | | |
| 15 | | | | | | |

Remarks: FOR STOCK MAINTENANCE AT SSLLP

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED |
| Sign.& Date | 22.07.2020 | Sign. & Date | 24 [illegible] |

Note: On receipt of material at site write inward number and date in last 2 columns.

MINISH PARIKH
MANAGER PROCUREMENT