PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/8/20.	Prepared by:	SOWMYA
PO/WO no.	69369.	PO / WO Date.	3/8/20.
Supplier Name	Veerabhadra Enterprises	PO/WO amount	22,821
Firm/Company	SSllp	Project	SShllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	235	7/8/20	23,048
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,048

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81931	☑ 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:				23,048
Amount E – PO / WO value:				22,821
Amount F – Difference (A – E):				

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:	

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.

69369 | 14760

GSTIN No. 36ACQFS2044C1Z7.

State : State Code : 36.

Invoice No. : 235

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%	18%	12% - 0%
1	Acid.		60	15/-		900.00	
2	Dettol H/W		48	81/-		3888.00	
3	Dust Pan.		10	20/-		200.00	
4	Wipes		10	80/-		800.00	
5	Harpic		48	72/-		3456.00	
6	mopping stick		20	120/-		2400.00	
7	Sret		30	22/-		660.00	
8	Vimbar.		20	40/-		800.00	
9	Lisol.		48	76/-		3648.00	
10	Colin		24	70/-		1680.00	
11	Broom with stick		10	110/-		1100.00	

Amount in Words

Certified by:

Stores Manager

Total Amount before Tax	19532.00
Add SGST	1757.88
Add CGST	1757.88
Add IGST	
Round Off	+.24
Total Amount after Tax	23048.00
Total Tax Amount.	GRAND TOTAL 23048.00

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: 14709 Dt: 10/8/20
MRN No: 81931 Dt: 10/8/20.
Received By: Sign:
SUMMIT SALES LLP

INWARD No. 68231 Date 12/8

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 03-08-2020 2:44:10 PM

69369
31.07.20 12:25:05

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 D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc No**	69369	14760
	Doc Date	03-08-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	03-08-2020	
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	4000 - Consumables - Acid - NA - ltrs	60.00	15.00	0.00	18.00	1,062.00
2	4022 - Consumables - Dettol - NA - nos *Hand wash*	48.00	77.00	0.00	18.00	4,361.28
3	4098 - Consumables - Dust pan - NA - nos	10.00	20.00	0.00	18.00	236.00
4	4071 - Consumables - Wiper - Other - nos	10.00	80.00	0.00	18.00	944.00
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	48.00	72.00	0.00	18.00	4,078.08
6	4041 - Consumables - Mopping stick - NA - nos	20.00	120.00	0.00	18.00	2,832.00
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	30.00	22.00	0.00	18.00	778.80
8	4065 - Consumables - Vim bar - NA - nos	20.00	40.00	0.00	18.00	944.00
9	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	48.00	76.00	0.00	18.00	4,304.64
10	4014 - Consumables - Colin - 500ml - nos	24.00	70.00	0.00	18.00	1,982.40
11	4005 - Consumables - Broom with stick - NA - nos *Cob web Stick*	10.00	110.00	0.00	18.00	1,298.00
					Total Order Value . . .	**22,821.20**

Rupees : Twenty Two Thousand Eight Hundred Twenty One and Paise Twenty 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 Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ______________

Date : __/__/____

Purchase Order

 03-08-2020 2:44:10 PM

Original / Office Copy / Purchase Div.Copy

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:	29.07.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14760
Material required before date:		ID No.	58837

No	Description		Size	Quantity	Units	Inward No	Date
1	TILE SPACERS	69361	5MM	20	PKTS		
2	GOVA ROPE			20	BDL		
3	GI BUCKETS	69360		36	NOS		
4	SPADE WITH HANDLE			20	NOS		
5	HACKSAW BLADE -DOUBLE	69368		300	NOS		
6	ACID			60	NOS		
7	BOMBAY BROOMS		BIG	50	NOS		
8	DETTOL -HAND WASH			48	NOS		
9	DUST PAN			10	NOS		
10	WIPER			10	NOS		
11	SPONGES			1000	NOS		
12	BOMBAY BROOMS	69369	SMALL	500	NOS		
13	HARPIC			48	NOS		
14	MOPPING STICK			20	NOS		
15	SURF			30	NOS		
16	VIMBAR			20	NOS		
17	LIZOL			48	NOS		
18	COLIN			24	NOS		
19	COB WEB STICK			10	NOS		
20	FIRST AID KIT	69362		5	NOS		

Remarks: FOR SITES AND STOCK MAINTAIN

Prepared By	SOWMYA	Approved by	APPROVED BY 31 JUL 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	29.7.2020	Sign. & Date	

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