PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/8/20.	Prepared by:	SOWMYA
PO/WO no.	69641	PO / WO Date.	18/8/20
Supplier Name	Veerabhadra Enterprises	PO/WO amount	23,816
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	265	21/8/20	21,832
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21,832

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82338	☑ 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:	21,832
Amount E – PO / WO value:	23,816.
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 accepta~~ble 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	**5.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	31/8/20.	2/9/20					

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 : 69641/14800.

GSTIN No. 36ACAFS2044C1Z7

State : State Code : 36

28/8/20

Invoice No. : 265

Invoice Date : 21/8/2020.

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	Bombay brooms.		50	50/-			2500.00
2	Acid.		120	15/-		1800.00	
3	Room Freshner		24	80/-		1920.00	
4	Wiper.		20	80/-		1600.00	
5	Mopping Cloth.		120 P.	15/-	1800.00		
6	Check Cloth		120 P.	15/-	1800.00		
7	Mopping Stick.		30 P.	120/-		3600.00	
8	Phenoxe		20 k.	45/-		900.00	
9	Colin.		48	70/-		3360.00	
	Total Amount before Tax				3600.00	13180.00	
	Add SGST				90.00	1186.20	
	Add CGST				90.00	1186.20.	
	Add IGST					- .40.	
	Round Off				3780.00	15552.00	2500.00
	Total Amount after Tax						
	Total Tax Amount					GRAND TOTAL	21832.00

Amount in Words :

INWARD
Inward No: 14784 Dt: 26/8/20
MRN No: 82338 Dt: 27/8/20
Received By: Sign:
SUMMIT SALES LLP

68870
1/9
11

Certified by:
Stores Manager

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

 18-08-2020 14:32:55

69641
14.08.20 11:47:15

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**	69641	14800
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	18-08-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	18-08-2020	
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	4003 - Consumables - Bombay Broom - Big - nos	50.00	76.00	0.00	18.00	4,484.00
2	4000 - Consumables - Acid - NA - ltrs	120.00	15.00	0.00	18.00	2,124.00
3	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	24.00	80.00	0.00	18.00	2,265.60
4	4071 - Consumables - Wiper - Other - nos	20.00	80.00	0.00	18.00	1,888.00
5	4040 - Consumables - Mopping Cloth - NA - nos *White*	120.00	15.00	0.00	5.00	1,890.00
6	4008 - Consumables - Cleaning Cloth - other - nos *Yellow*	120.00	15.00	0.00	5.00	1,890.00
7	4041 - Consumables - Mopping stick - NA - nos	30.00	120.00	0.00	18.00	4,248.00
8	4046 - Consumables - Phinyle - 1Ltr - nos	20.00	45.00	0.00	18.00	1,062.00
9	4014 - Consumables - Colin - 500ml - nos	48.00	70.00	0.00	18.00	3,964.80
				Total Order Value . . .		**23,816.40**

Rupees : Twenty Three Thousand Eight Hundred Sixteen and Paise Fourty 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
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For ***Summit Sales LLP***

Authorised Signatory

18/08/2020

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	12.08.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14800
Material required before date:		ID No.	59137.

No	Description	Size	Quantity	Units	Inward No	Date
1	ACID		120	NOS		
2	BOMBAY BROOMS	BIG	50	NOS		
3	WIPER		20	NOS		
4	CLEANING CLOTH		120	NOS		
5	MOPPING CLOTH		120	NOS		
6	MOPPING STICK PO		30	NOS		
7	PHINYL 69641		20	NOS		
8	COLIN		48	NOS		
9	ROOM FRESHNER		24	NOS		
10						

Remarks:For stock maintenance at ssllp			
Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	12.08.2020	Sign. & Date	14 AUG 2020 SOHAM MODI MANAGING DIRECTOR

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