PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/9/20	Prepared by:	T. Shh
PO/WO no.	69887	PO / WO Date.	27/8/20
Supplier Name	Veerbhadra ELp	PO/WO amount	472
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	280	27/8/20	472
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:				472
Amount E – PO / WO value:				472
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	20/9/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	11/9/20						

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

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 :

GSTIN No. 36ACQFS20HHC1Z7

State : T.S State Code : 36

Invoice No. : 280

Invoice Date : 27/8/2020

DC No. PO 69887

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)	Polythene covers.		4 Pcs	100/-		400=00	

INWARD
Inward No: 472 Dt: 08/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69187
Date 10/9

Total Amount before Tax		400=00
Add SGST		36=00
Add CGST		36=00
Add IGST		
Round Off		
Total Amount after Tax		472=00
Total Tax Amount	GRAND TOTAL	472=00

Amount in Words

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

 27-08-2020 12:12:03 PM

69887
26.08.20 1:23:35

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. **GSTIN** 36AEMPG9276J1ZV 040 - 66338850 9246269111	**Doc No**	69887 16442
	Doc Date	27-08-2020
	Quote No	Nil
	Quote Date	27-08-2020
	SupplyType	Supply

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4051 - Consumables - Polythene Covers - other - pkts	4.00	100.00	0.00	18.00	472.00
			Total Order Value . . .			**472.00**

Rupees : Four Hundred Seventy Two 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 garbage use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	06.08.2020
Site & Phase :	Head Office	Time:	11: 24 Am
		Req. No.	16442
Material required before date:		ID No.	59378

No	Description	Size	Quantity	Units	Inward No	Date
01	Santoor Hand Wash		15	No'S		
02	Black Covers (Thick)		400	No's		
03	Bombay Broom		08	No's		
04	Coconut Broom		08	No's		
05	Mopping Stick		06	No's		
06	Sanitizer		15	No's		
	69887					

Prepared By	Jai kumar	Approved by	
Date	06.08.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.