

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		15/9/20.		Prepared by:		SOWMYA	
PO/WO no.		69786		PO / WO Date.		25/8/20.	
Supplier Name		Veerabhadra Enterprises		PO/WO amount		5,942	
Firm/Company		SS/Ip		Project		Ship.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	303	5/9/20.		6,030			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6,030	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			828 32	☒ 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:						6,030.	
Amount E – PO / WO value:						5,942	
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			19.9.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>Sowmya</i>						
Date	15/9/20.						

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/-

Purchase Order

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25-08-2020 4:54:09 PM



69786

21.08.20 11:16:08

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	69786	14817
Doc Date	25-08-2020	
Quote No	Nil	
Quote Date	25-08-2020	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4022 - Consumables - Dettol - NA - nos	20.00	77.00	0.00	18.00	1,817.20
2 4041 - Consumables - Mopping stick - NA - nos	20.00	120.00	0.00	18.00	2,832.00
3 4005 - Consumables - Broom with stick - NA - nos Cob web Stick	10.00	110.00	0.00	18.00	1,298.00
Total Order Value . . .					5,947.20

Rupees : Five Thousand Nine Hundred Fourty Seven 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.**Penalty 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:		19.08.2020	
Site & Phase :		SHLLP		Time:		16.30	
Supplier				Req. No.		14817	
Material required before date:					ID No.		59260

No	Description	Size	Quantity	Units	Inward No	Date
1	COCONUT BROOMS		20	NOS		
2	DETTOL LIQUID		20	NOS		
3	MOPPING STICK		25	NOS		
4	COB WEB STICK		10	NOS		
5						
6						
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By		SOWMYA		Approved by			
Sign. & Date		19.08.2020		Sign. & Date			

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