PURCHASE DIVISION Advice for approval for credit to supplier

| Date: | | | 15 | 1/20 | | Pre | pared by: | | SO | SOWMYA | | | |
|---|--|---------------------|-----------------|-----------|---------|--|--------------|---------------------------|----------|-------------------|---|--|--|
| PO/WO no. | | 69786 | | | PO | PO / WO Date. | | | 25/8/20· | | | | |
| Supplier Name Firm/Company Sl. No. 1. 2. 3. 4 Amount A – Bills to | | Veera | bhada | | nter | PO Ses | PO/WO amount | | | 5,947 | | | |
| Firm/Comp | oany | | SSIL | | 1 | | ject | | | Shlip. | V-2-18-18-18-18-18-18-18-18-18-18-18-18-18- | | |
| Sl. No. | | Bill No. | - | | | Bill | Date | | Bill | amount | | | |
| 1. 3 | | | 303 | 3 | | | 5/9 | 100. | | 6,030 | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | 54 | | | | | | | | |
| 4 | ************************************** | | | | * | | | | | | | | |
| Amount A | – Bills to | tal(Excludin | g Transpor | rt & Hai | mali Ch | arges): | | January 1, 1997 | | 6,030 | | | |
| Sl. No. | DC No | | I | OC. Date | e | | MRN | No. | DC | matches MRN | | | |
| 1. | | | | | | | 8 | 28 32 | D/Y | es 🗆 No | | | |
| 2. | | | | | | | | | □ Y | es 🗆 No | | | |
| 3. | | | | | | | | | □ Y | es 🗆 No | | | |
| 4. | | | | | | | | | □ Y | es 🗆 No | | | |
| Amount B –Other Credits: | | | | | | | | | | | | | |
| Amount C | -Other D | ebits : | | | | | | | | - | | | |
| Amount D | (D=A+B | -C) – Amou | nt to be cre | edited to | the sup | plier: | | | | 6,030. | | | |
| Amount E | - PO / W | O value: | | | | | | | | 5,947 | | | |
| Amount F | – Differer | nce (A – E): | | | | 1 | | | | ← | | | |
| Quantity re | eceived as | per PO /Wo | O | | | Yes | □ Excess rec | eived Short | receive | ed Other (expla | nined below) | | |
| Is differen | ce betwee | n PO / Bill a | acceptable? |) | | ☐ Yes ☐ No (explained below) | | | | | | | |
| Excess / sh | ort mater | ial received | | | | ☐ Approved – within acceptable limits ☐ No (explained below) | | | | | | | |
| Close PO | W?O | | | | | Yes | □ No – wait | for balance ma | aterial | □ No (explained | below) | | |
| Advance paid / PDC given (deduct when paying) | | | | | | □ Yes – Rs. /- □ No | | | | | | | |
| Payment – due date | | | | | | 19.9.2020 | | | | | | | |
| Remarks: | | | | | | | | | | | | | |
| | | | | (%) | | | | | | | | | |
| Approv | | Purchase Officer | Purcha Manag | | Procure | - 1 | M D | Accour receive bill | er of | Accountant | Accounts Manager | | |
| Sign: | .8 | owner, | | | | | | | | | | | |
| 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/-

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 Sures Address: Ser-bud | LLP. | | Invoice N | No.: 303 Date: 59900 | | | |
|--|--|------------------|---------------|-----------------------------|---|--|--|
| Address: | 286/14 | 217. | - Invoice D | Date: 519190) | 70, | | |
| GSTIN No :36 | ACOF | 52044CZZ | DC No. : | | | | |
| State : State | Code: 3 | 6 \ | State : To | elangana | State Code : 36 | | |
| Transportation Mode : | Vehicle Nun | nber: | | Date of Supply: | | | |
| | de Qty. | Rate | | Taxable Value | 12% - 0% | | |
| No Description of Goods | | | 5% | 18% | 12% - 0% | | |
|) Deboud | | 80.50. | | 2400,00 | | | |
| Detterd 2 mosping Stlens | 201 | 120/- | | 1100,00 | | | |
| 3 Broom Solone. | 10~ | 110/ | | 1100 10 | | | |
| | | | | | | | |
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| | _ | | | | | | |
| | | | | | | | |
| | | | | 0 = A-7 | | | |
| | | | | | | | |
| | _ | ERTIE | | | | | |
| | | 2 INWARD | | | | | |
| | | No.69301 | | | | | |
| | | Sign. | *// | | | | |
| | | SEC'BAY | | | | | |
| | Annual State of the Control of the C | | | | | | |
| INWARD | Total A | mount before Tay | | 5/10-00 | | | |
| Amount in words inward No: 14873 Dt: 6 MRN No: 82882 Dt: 1 Received By: Sign | 19 1031 | CCT | | 459.90. | , | | |
| MRN No: 82882 Dt:1 | 0 9 400 5 | φοι 1 | | 459,90 | 1 | | |
| | | | | 459,90 | 7 | | |
| SUMMIT SALES | LLH Add IC | 3ST | | | - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 | | |
| Bank Details : | Round | Off | | +20, | ` | | |
| A/c No. 303011023425 Branch : General Bazar, Secunderabad, | Total A | mount after Tax | | 6030,00 | | | |
| IFSC Code : KKBK0007450 Main Branch : Kotak Mahindra Bank | Total T | x Amount | 821 | GRAND TOTAL | 6030 ,00 | | |
| Terms & Conditions : | | 8 | Certified tha | t the particulars given abo | | | |
| All Cheques Should be in Favour of | | Vov | For | For Veerabhadra Enterprises | | | |
| M/s. Veerabhadra Enterprises, Hyderabad only Cheques Subject to realisation. | | 25 | | | | | |
| Goods once sold will not be taken back. | Sto | Manager Manager | | Authorised Sign | atory | | |

Page(s) 1 Of 1

25-08-2020 4:54:09 PM

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 | | Doc No | 69786 14817 | | |
| D.No. 3-2-188, Raja Mudaliar | Street, Secunderabad - 500 003. | Doc Date | 25-08-2020 | | |
| | Quote No | Quote No Nil | | | |
| GSTIN 36AEMPG9276J1ZV | | Quote Date | 25-08-202 | 20 | |
| 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 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 O | der Valu | e | 5,947.20 |

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

9618244433, Hamendra, 9502266233, Mahesh.

Penality For Delay

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

Date : __/__/___

Requisition Form

| 1 | Com | pany Name: | SSLLP | | Date: | | | 19.08.2020 | | | |
|---|------------------------|--------------------------------------|--------|-----|-------------|-----------------|--------|------------|----------------|-----------|------|
| _ | Site & Phase : | | SHLLP | | Time: | | | 16.30 | | | |
| 1 | Supp | lier | | | | Req. No. ID No. | | | 14817 59260 | | |
| | Mate | rial required before date: | | | | | | | | | |
| | No | Descript | tion S | | Size | e Quantity | | Units | | Inward No | Date |
| | 1 | COCONUT BROOMS | | | | | 20 | NOS | | | |
| | 2 | DETTOL LIQUID | ? | 186 | | 20 | 20 | NOS | | | |
| | 3 | MOPPING STICK | 69386 | | | 25 | 25 | NOS NOS | | | |
| | 4 | COB WEB STICK | | | | | 10 | | | | |
| | 5 | | | | | | | | | | |
| | 6 | | | | | | | | | | |
| | 7 | | | | | | | | | | |
| | 8 | | | | | | | | | | |
| | 9 | | | | | | | | | | |
| - | Ren | marks:FOR STOCK MAINTENANCE AT SSLLP | | | | | | | | | |
|] | Prepa | ared By | SOWMY | A | 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.