PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/9/20.	Prepared by:	SOWMYA
PO/WO no.	70115	PO / WO Date.	4/9/20.
Supplier Name	Veerabhadra Enterprises	PO/WO amount	29,967
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	305	5/9/20	29,031
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			29,031

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82807	☑ 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:	29,031
Amount E – PO / WO value:	29,967.
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
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 Sales LLP.
Address : Secunderabad.
701/5/14857
GSTIN No : 36ACAFS2044C1Z7.
State : State Code : 36.

Invoice No. : 305
Invoice Date : 5/9/2020.
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	Colin.		48	70/-		3360.00	
2	mopping sticks		30	120/-		3600.00	
3	Bombay brooms.		50	50/-			2500.00
4	Acid.		60	15/-		900.00	
5	Vimbar.		20	28/-		560.00	
6	Surf		30	22/-		660.00	
7	Santoor H/W.		48	84/-		4032.00	
8	Savlon L/c		12	238/-		2856.00	
9	odonil		50	38/-		1900.00	
10	Room Freshner		24	80/-		1920.00	
11	Dust Pan.		20	20/-		400.00	
12	Scrubber.		20	15/-		300.00	
13.	Bucket w/m.		10	200/-		2000.00	
	Total Amount before Tax					22484.00	2500.00
	Add SGST					2023.56.	
	Add CGST					2023.56.	
	Add IGST						
	Round Off					-12.	
	Total Amount after Tax					26531.00	2500.00
	Total Tax Amount					GRAND TOTAL	29031.00

Amount in words

INWARD
Inward No: 14872 Dt: 9/9/20
MRN No: 82807 Dt: 9/9/20
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD — INWARD No. 29302 Date 16/9 Sign.

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 by:
Stores Manager

Certified that the particulars given above are true and correct
For Veerabhadra Enterprises
Authorised Signatory

Purchase Order

 05-09-2020 10:20:51 AM

70115
03.09.20 11:50:23

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**	70115	14857
	Doc Date	04-09-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	04-09-2020	
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	4014 - Consumables - Colin - 500ml - nos	48.00	70.00	0.00	18.00	3,964.80
2	4041 - Consumables - Mopping stick - NA - nos	30.00	120.00	0.00	18.00	4,248.00
3	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	18.00	2,950.00
4	4000 - Consumables - Acid - NA - ltrs	60.00	15.00	0.00	18.00	1,062.00
5	4065 - Consumables - Vim bar - NA - nos	20.00	40.00	0.00	18.00	944.00
6	4059 - Consumables - Surf Detergent Powder - NA - kgs	30.00	22.00	0.00	18.00	778.80
7	4022 - Consumables - Dettol - NA - nos *Hand wash feem*	48.00	57.00	0.00	18.00	3,228.48
8	4022 - Consumables - Dettol - NA - nos *Antiseptic*	24.00	180.00	0.00	18.00	5,097.60
9	4001 - Consumables - Air Freshner - NA - nos *Odnil*	50.00	38.00	0.00	18.00	2,242.00
10	4001 - Consumables - Air Freshner - NA - nos *room freshner*	24.00	80.00	0.00	18.00	2,265.60
11	4098 - Consumables - Dust pan - NA - nos	20.00	20.00	0.00	18.00	472.00
12	4055 - Consumables - Scrubber - NA - nos	20.00	15.00	0.00	18.00	354.00
13	4006 - Consumables - Bucket - other - nos *with MUG*	10.00	200.00	0.00	18.00	2,360.00
					Total Order Value . . .	**29,967.28**

Rupees : Twenty Nine Thousand Nine Hundred Sixty Seven and Paise Twenty Eight 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.

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

Purchase Order

 05-09-2020 10:20:51 AM Original / Office Copy / Purchase Div.Copy

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
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	

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

For ***Veerabhadra Enterprises***

Authorised Signatory

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	2.9.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14857
Material required before date:		ID No.	59602

No	Description	Size	Quantity	Units	Inward No	Date
1	HACKSAW BLADE	DOUBLE	300	NOS		
2	COLIN		48	NOS		
3	MOPPING STICK		30	NOS		
4	BOMBAY BROOMS	BIG	50	NOS		
5	ACID		60	NOS		
6	VIM BAR		20	NOS		
7	SURF		30	NOS		
8	DETTOL HAND WASH 20115		48	NOS		
9	DETTOL ANTISEPTIC LIQUID		24	NOS		
10	ODONIL		50	NOS		
11	ROOM FRESHNER		24	NOS		
12	DUST PAN		20	NOS		
13	SCRUBBER		20	NOS		
14	PLASTIC BUCKET WITH MUG		10	NOS		

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	2.9.2020	Sign. & Date	- 4 SEP 2020 SOHAM MODI MANAGING DIRECTOR

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