

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:		12/10/2020		Prepared by:		MINISH	
PO/WO no.		70712		PO / WO Date.		24/09/2020	
Supplier Name		Veevabhadrha .Bateprises		PO/WO amount		1,003/-	
Firm/Company		S SLLP.		Project		H10.	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	389	24/09/2020	1,003/-				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 1,003/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83969.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						1,003/-	
Amount E – PO / WO value:						1,003/-	
Amount F – Difference (A – E):						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. _____ /- <input checked="" type="checkbox"/> No				
Payment – due date			18/10/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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 &amp; General Goods



D. No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | Email : veerabhadra1930@gmail.com

Name : Summit Sales. LLP.  
Address : M. Ch. Road.  
70712/16503.  
GSTIN No : 36ACQFS2044C727  
State : \_\_\_\_\_ State Code : 36Invoice No. : **339**  
Invoice Date : 24/9/2020.  
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	Polythene Bags		10kg	850.00		850.00	
							
							

Amount in words : _____	Total Amount before Tax		
	Add SGST		76.50
	Add CGST		76.50
	Add IGST		
	Round Off		
Bank Details :	Total Amount after Tax		1003.00
A/c No. 303011023425	Total Tax Amount		<b>GRAND TOTAL</b> 1003.00
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

Page(s) 1 Of 1

24-09-2020 4:51:35 PM



21.09.20 12:59:15

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  
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

**GSTIN** 36AEMPG9276J1ZV

040 - 66338850

9246269111

<b>Doc No</b>	70712	16503
<b>Doc Date</b>	24-09-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	12-02-2020	
<b>SupplyType</b>	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 Black 10 kgs	1.00	850.00	0.00	18.00	1,003.00
<b>Total Order Value . . .</b>					<b>1,003.00</b>

Rupees : One Thousand Three 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

**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 garbage use purpose

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**

For **Summit Sales LLP**

Authorised Signatory

*[Signature]*  
25/09/2020

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_



**Requisition Form**

Company Name:		Summit Sales LLP Common Expenses	Date:	19.09.2020		
Site & Phase :		Head Office	Time:	01: 30 pm		
			Req. No.	16503		
Material required before date:			ID No.	60035		
No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		08	No's		
02	Perfumed Phenyl		06	No's		
03	Acid		06	No's		
04	Mopping Cloth		10	No's		
05	Mopping Stick		06	No's		
06	Bombay Broom		08	No's		
07	Coconut Broom		08	No's		
08	Santoor Hand Wash		15	No's		
09	Bucket ( Transparent )	20 ltrs	04	No's		
10	Bucket ( Transparent ) for wash room	05 ltrs	04	No's		
11	Mug ( Transparent )		06	No's		
12	Doormat ( Cloth)		08	No's		
13	Thick Black Covers <i>767.12</i>	Big	50	No's		
14	Door mat ( PVC Mats for entrance )		03	No's		
Prepared By		Jai kumar	Approved by			
Date		19.09.2020	Sign. & Date			

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

  
**APPROVED**  
 24 SEP 2020  
 MINISH PARIKH  
 MANAGER PROCUREMENT