

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/10/20.		Prepared by: D.SOWMYA	
PO/WO no. 70763.		PO / WO Date. 25/9/20.	
Supplier Name Veerabada Enterprises		PO/WO amount 2,832	
Firm/Company Sslp		Project Ship.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	387	5/10/20	2,832
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,832
Sl. No.	DC No	DC. Date	MRN No.
1.			83783.
2.			
3.			
Amount B –Other Credits : Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2,832
Amount E – PO / WO value:			2,832
Amount F – Difference (A – E): GST-18%			-
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		17.10.2020	
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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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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70763
21.09.20 12:59:16

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	70763	14934
	Doc Date	25-09-2020	
	Quote No	Nil	
	Quote Date	25-09-2020	
	SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4066 - Consumables - Water bottle - NA - nos	60.00	40.00	0.00	18.00	2,832.00
Total Order Value . . .					2,832.00

Rupees : Two Thousand Eight Hundred Thirty 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	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
Measurement	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:		24.09.2020	
Site & Phase :		SHLLP		Time:		16.30	
Supplier				Req. No.		14934	
Material required before date:					ID No.		
					60201		
No	Description	Size	Quantity	Units	Inward No	Date	
1	WATER BOTTLES -TRANSPERANT	WHITE	60	NOS			
Remarks: FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		24.9.2020		Sign. & Date			

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