PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	70980.	PO / WO Date.	5/10/20
Supplier Name	Veerabhadra Enterprises	PO/WO amount	3,540
Firm/Company	Ssllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	384	5/10/20.	3,540
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,540.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83780	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				3,540.
Amount E – PO / WO value:				3,540
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	DS					
Date	12/10/20.	16/10					

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/-

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 : M.G.Road.
709801/168017
GSTIN No: 36ACQFS2144C1Z7
State : State Code : 36

Invoice No. : 384
Invoice Date : 5/10/2020.
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	mopping stick.		25	120/-		3000 - 00	

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70769 Date 4/11 Sign.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 20/20 Date 14/10 Sign.

Amount in words :

Certified by:
Stores Manager

Total Amount before Tax	
Add SGST	270 - 00
Add CGST	270 - 00
Add IGST	
Round Off	
Total Amount after Tax	3540 - 00
Total Tax Amount	GRAND TOTAL 3540 - 00

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.

INWARD
Inward No: 15009 Dt: 7/10/20
MRN No: 83780 Dt: 9/10/20.
Received By: Sign:
SUMMIT SALES LLP

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 05-10-2020 4:48:30 PM

70980
30.09.20 4:15:46

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**	70980	168017
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	05-10-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	05-10-2020	
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	4041 - Consumables - Mopping stick - NA - nos	25.00	120.00	0.00	18.00	3,540.00
					Total Order Value . . .	**3,540.00**

Rupees : Three Thousand Five Hundred Fourty 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.
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	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168017
Material required before date:		ID No.	60380

No	Description		Size	Quantity	Units	Inward No	Date
1	COCONUT BROOMS	70979		100	NOS		
2	GUNNY BAGS	70977		700	NOS		
3	MOPPING STICK	70980		25	NOS		
4	PENDRIVE	70981		3	NOS		
5							
6							
7							
8							
11							
12							

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	30.9.2020	Sign. & Date	01 OCT 2020 SOHAM MODI MANAGING DIRECTOR

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