

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 05/11/20		Prepared by: NEHA	
PO/WO no. 71492.		PO / WO Date. 21/10/20	
Supplier Name Veebadra Enterprises		PO/WO amount 13,031.92/-	
Firm/Company Summit Sales LLP		Project SHLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	432	23/10/20	13,032/-
2			/
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			13,032/-
Sl. No.	DC No	DC. Date	MRN No.
1.			84780
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:			13,032/-
Amount E – PO / WO value:			13,032/-
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		06/11/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	05/11		

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/-

Stores Manager

Purchase Order

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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	71492	168051
Doc Date	21-10-2020	
Quote No	Nil	
Quote Date	21-10-2020	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4059 - Consumables - Surf Detergent Powder - NA - kgs	30.00	22.00	0.00	18.00	778.80
2 4022 - Consumables - Dettol - NA - nos Hand wash	24.00	80.00	0.00	18.00	2,265.60
3 4039 - Consumables - Liso! Cleaning Liquid - NA - ltrs	48.00	76.00	0.00	18.00	4,304.64
4 4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	84.00	0.00	18.00	2,378.88
5 4006 - Consumables - Bucket - other - nos Plastic bucket with mug	10.00	200.00	0.00	18.00	2,360.00
6 4065 - Consumables - Vim bar - NA - nos	20.00	40.00	0.00	18.00	944.00
Total Order Value . . .					13,031.92

Rupees : Thirteen Thousand Thirty One and Paise Ninty Two Only.

Terms and Conditions :-

Specification /	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	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 : 

Contact :-

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		17.10.20	
Site & Phase :		SHLLP		Time:		11.30	
Supplier				Req. No.		168051	
Material required before date:					ID No.		60905
No	Description	Size	Quantity	Units	Inward No	Date	
1	BLUE SHEET	24X18	10	NOS			
2	SPONGES		500	NOS			
3	SURF		30	NOS			
4	VIM BAR		20	NOS			
5	DETTOL HAND WASH		24	NOS			
6	LIZOL		48	NOS			
7	HARPIC		24	NOS			
8	BUCKET WITH MUG		10	NOS			
10							
11							
12							
13							
Remarks: FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		17.10.20		Sign. & Date			

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

