PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/12/20	Prepared by:	Neha
PO/WO no.	72220	PO / WO Date.	18/11/20
Supplier Name	Veerabhadra Enterprises	PO/WO amount	472/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	489	18/11/20	472/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85681	☑ 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:	472/-
Amount E – PO / WO value:	472/-
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	14/12/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	07/12/20	7/12					

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 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. 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.
72220/168128.
GSTIN No 36ACQFS2044C1Z7
State : State Code : 36.

Invoice No. : 489
Invoice Date : 18/11/2020.
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	Dust Pan.		20	20/-		400.00	

Amount in words :	Total Amount before Tax			
	Add SGST		36.00	
	Add CGST		36.00	
	Add IGST			
	Round Off			
	Total Amount after Tax		472.00	
	Total Tax Amount		GRAND TOTAL	472.00

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.

Certified by:

Stores Manager

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

INWARD
Inward No: 1515 Dt: 25/11/20
MRN No: 85681 Dt: 26/11/20.
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 71901
Date 03/12

Purchase Order

 Or

72220
16.11.20 11:21:50

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**	72220	168128
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	18-11-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	18-11-2020	
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	4098 - Consumables - Dust pan - NA - nos	20.00	20.00	0.00	18.00	472.00
				Total Order Value . . .		**472.00**

Rupees : Four Hundred Seventy 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.
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 : __________

Contact

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : __________

Date : __/__/___

Requisition Form

Company Name:	SSLLP	Date:	11.11.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168128
Material required before date:		ID No.	61498

No	Description	Size	Quantity	Units	Inward No	Date
1	SPONGES		500	NOS		
2	BOMBAY BROMS	SMALL	500 ✓	NOS		
3	COCONUT BROOMS		100	NOS		
4	GI BUCKETS		36	NOS		
5	DUST PAN		20	NOS		
6						
7						
8						
9						
10						
11						
12						
13						

P.O. #2220

P.O.

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	11.11.2020	Sign. & Date	

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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