

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72218	PO / WO Date.	18-11-20
Supplier Name	Summit Sales LLP	PO/WO amount	25,624-04
Firm/Company	Veerabhadra Enterprises	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	490	18-11-20	26,051-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			26,051-00
Sl. No.	DC .No	DC. Date	MRN No.
1.	490	18-11-20	85679
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:			26,051-00
Amount E – PO / WO value:			25,624-00
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
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

Page(s) 1 Of 2

18-11-2020 10:44:57

Orig



72218

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 D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. GSTIN 36AEMPG9276J1ZV 040 - 66338850 9246269111	Doc No	72218	168127
	Doc Date	18-11-2020	
	Quote No	Nil	
	Quote Date	18-11-2020	
	SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4022 - Consumables - Dettol - NA - nos Hand wash - Santoor	50.00	63.00	0.00	18.00	3,717.00
2 4003 - Consumables - Bombay Broom - Big - nos	100.00	50.00	0.00	0.00	5,000.00
3 4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	84.00	0.00	18.00	2,378.88
4 4046 - Consumables - Phynyle - 1Ltr - nos	48.00	45.00	0.00	18.00	2,548.80
5 4055 - Consumables - Scrubber - NA - nos	48.00	15.00	0.00	18.00	849.60
6 4059 - Consumables - Surf Detergent Powder - NA - kgs	60.00	22.00	0.00	18.00	1,557.60
7 4065 - Consumables - Vim bar - NA - nos	48.00	40.00	0.00	18.00	2,265.60
8 4039 - Consumables - Liso! Cleaning Liquid - NA - ltrs	36.00	76.00	0.00	18.00	3,228.48
9 4014 - Consumables - Cotin - 500ml - nos	48.00	72.00	0.00	18.00	4,078.08
Total Order Value . . .					25,624.04

Rupees : Twenty Five Thousand Six Hundred Twenty Four and Paise Four Only.

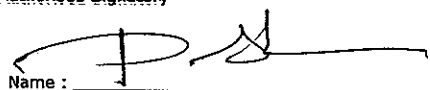
Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

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
For **Summit Sales LLP** Accepted the above Terms And Conditions

Authorized Signatory

For **Veerabhadra Enterprises**Name : 

Name : _____

Date : __/__/__

Contact : -

Requisition Form

Company Name:		SSLLP		Date:		11.11.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168127	
Material required before date:				ID No.		61478	

No	Description	Size	Quantity	Units	Inward No	Date
1	HELMETS	WHITE	20	NOS		
2	PAPER	A4	100	BDL		
3	HAND WASH-SANTOOR		50	NOS		
4	BOMBAY BROOMS	SMALL Big	100	NOS		
5	GUNNY BAGS		1500	NOS		
6	HARPIC		24	NOS		
7	PHINYLE		48	NOS		
8	SCRUBBER		48	NOS		
9	SURF		60	NOS		
10	VIM BAR <i>dust pan -</i>		48	NOS		
11	LIZOL		36	NOS		
12	COLIN		48	NOS		
13						

Remarks: For stock maintenance and site use

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

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

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE