

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/12/20	Prepared by:	D.SOWMYA
PO/WO no.	72506	PO / WO Date.	27/11/20
Supplier Name	Neerabhadra Enterprises	PO/WO amount	12,838
Firm/Company	SSUP	Project	Shlp
Sl. No.	Bill No.	Bill Date	Bill amount
1	518	8/12/20	12,838
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 12,838

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			72506	☒ 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: 12,838

Amount E – PO / WO value: 12,838

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	26.12.2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>		APPROVED				
Date	23/12/20		24 DEC 2020				
			MINISH PARIKH				

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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27-11-2020 15:01:29



72506

25.11.20 1:07:27

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	72506	168162
	Doc Date	27-11-2020	
	Quote No	Nil	
	Quote Date	27-11-2020	
		SupplyType	Supply

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

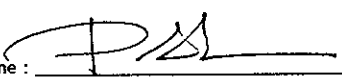
Item Name	Qty	Rate	Dis%	GST	Amount
1 4006 - Consumables - Bucket - other - nos With Mug	10.00	220.00	0.00	18.00	2,596.00
2 4041 - Consumables - Mopping stick - NA - nos	20.00	120.00	0.00	18.00	2,832.00
3 4071 - Consumables - Wiper - Other - nos	20.00	80.00	0.00	18.00	1,888.00
4 4000 - Consumables - Acid - NA - ltrs	60.00	18.00	0.00	18.00	1,274.40
5 4108 - Consumables - Water Bottle - NA - Nos Bubble cans	20.00	180.00	0.00	18.00	4,248.00
Total Order Value . . .					12,838.40

Rupees : Twelve Thousand Eight Hundred Thirty Eight and Paise Fourty 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

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**Name : 

Name : _____

Date : ____/____/____

Contact : _____