PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/12/2020	Prepared by:	MINISH.
PO/WO no.	73134	PO / WO Date.	19/12/2020
Supplier Name	Veerabhadra Enterprises.	PO/WO amount	34,954/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	537	19/12/2020	35,692/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			35,692/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86635	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	35,692/-
Amount E – PO / WO value:	34,954/-
Amount F – Difference (A – E):	+738/-

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	02/01/2021.

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 29 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		29/12					

Notes: 1. In case amount to be credited to supplier and PO amount 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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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,
73134/168222.
GSTIN No: 36ACAFS2044C1Z7.
State :
State Code : 36

Invoice No. : 537
Invoice Date : 19/12/2020.
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%	Taxable Value 18%	Taxable Value ~~12%~~ - 0%
1	Coconut brooms		100	15/-			1500.00
2	Lisol.		48	76/-		3648.00	
3	Surfexcel Ula		48	78/-		3744.00	
4	Dettol Anti		12	161/-		1932.00	
5	Phenoe		40	45/-		1800.00	
6	Room fresner		36	80/-		2880.00	
7	Moping stick		30	120/-		3600.00	
8	Dustpan.		12	20/-		240.00	
9	Cleaning cloth (Chaa)		120	15/-	1800.00		
10	Dust Bin		10	50/-		500.00	
11	B. Brooms.		50	50/-			2500.00
12	Colin		48	72/-		3456.00	
13	Harpic.		48	72/-		3456.00	

		5%	18%	0%
Amount in words :	Total Amount before Tax	1800.00	25256.00	4000.00
	Add SGST	45.00	2273.04	
	Add CGST	45.00	2273.04	
	Add IGST			
	Round Off		-.08	
	Total Amount after Tax	1890.00	29802.00	4000.00
	Total Tax Amount		GRAND TOTAL	35692.00

Certified by:
Stores Manager

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 that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

INWARD
Inward No: 15483 Dt: 22/12/20
No: 86635 Dt: 22/12/20
Received By: Sign:
SUMMIT SALES LLP

PROPERTIES INWARD No. 72681 Dt. 28/12 Neha

Purchase Order

 19-12-2020 10:32:06

73134
16.12.20 11:40:30

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**	73134	168227
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	19-12-2020	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	19-12-2020	
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	4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	48.00	76.00	0.00	18.00	4,304.64
3	4022 - Consumables - Dettol - NA - nos *santoor-Hand wash*	48.00	65.00	0.00	18.00	3,681.60
4	4022 - Consumables - Dettol - NA - nos	12.00	175.00	0.00	18.00	2,478.00
5	4046 - Consumables - Phinyle - 1Ltr - nos	40.00	45.00	0.00	18.00	2,124.00
6	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	36.00	80.00	0.00	18.00	3,398.40
7	4041 - Consumables - Mopping stick - NA - nos	30.00	120.00	0.00	18.00	4,248.00
8	4098 - Consumables - Dust pan - NA - nos	12.00	20.00	0.00	18.00	283.20
9	4008 - Consumables - Cleaning Cloth - other - nos	120.00	15.00	0.00	5.00	1,890.00
10	4026 - Consumables - Dust bin - NA - nos	10.00	50.00	0.00	18.00	590.00
11	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
12	4014 - Consumables - Colin - 500ml - nos	48.00	72.00	0.00	18.00	4,078.08
13	4035 - Consumables - Harpic - Cleaner - 500ml - nos	48.00	72.00	0.00	18.00	4,078.08
					Total Order Value . . .	**34,954.00**

Rupees : Thirty Four Thousand Nine Hundred Fifty 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

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ______________________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	Summit sales llp	Date:	17.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168227
Material required before date:		ID No.	62378

No	Description	Size	Quantity	Units	Inward No	Date
1	COCONUT BROOMS		100	NOS		
2	SANTOOR HAND WASH		48	NOS		
3	DETTOL LIQUID		12	NOS		
4	ROOM FRESHNER		36	NOS		
5	YELLOW CLOTH		120	NOS		
6	DUST PAN		12	NOS		
7	DUST BINS		10	NOS		
8	LIZOL		48	NOS		
9	HARPIC		48	NOS		
10	COLIN		48	NOS		
11	PHENOYL		40	NOS		
12	MOPPING STICK		30	NOS		
9	BOMBAY BROOMS	BIG	50	NOS		

P.O. 73134.

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	17.12.20	Sign. & Date	

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

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE