PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/1/21	Prepared by:	PRABHAKAR
PO/WO no.	73732	PO / WO Date.	11/1/21
Supplier Name	Veerabadra Enterprises	PO/WO amount	5442.80
Firm/Company	SSLLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	613	28/1/21	5920.00
3			
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			5920.00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	/	/	87825	☑ 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:	5920.00
Amount E – PO / WO value:	5442.80
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	1/2
Remarks:	Rates difference in some items can be accepted

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 02 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date		28/1/21					

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/-

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 : ~~Doc - 73732 - 16~~

DOC - 73732 - 168290

GSTIN No : 36AQFS2044C1Z7

State : TS   State Code : 36

Invoice No. : 613

Invoice Date : 20/1/21

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)	Coir Brooms		150 nos	15/-			2250=00
2)	T/Brush		15 nos	50/-		750=00	
3)	Room Fresh		20 nos	80/-		1600=00	
4)	Odonil		20 nos	38/-		760=00	

INWARD
Inward No: 15685 Dt: 22-1-21
GRN No: 87825 Dt: 22/01/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

PROPERTIES PVT. LTD.
INWARD
73657
27/1
SEC'BAD

Amount in words :

Total Amount before Tax	3110=00	
Add SGST	279=90	
Add CGST	279=90	
Add IGST		
Round Off	+0=20	
Total Amount after Tax	3670=00	2250=00
Total Tax Amount	GRAND TOTAL	5920=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 that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 11-01-2021 16:59:18 Orig

73732
09.01.21 11:06:14

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.	**Doc No**	73732 168290
	Doc Date	11-01-2021
	Quote No	Nil
GSTIN 36AEMPG9276J1ZV	**Quote Date**	11-01-2021
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	150.00	13.00	0.00	0.00	1,950.00
2	4007 - Consumables - Cleaning Brush - NA - nos	15.00	40.00	0.00	18.00	708.00
3	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	20.00	80.00	0.00	18.00	1,888.00
4	4001 - Consumables - Air Freshner - NA - nos *odonil*	20.00	38.00	0.00	18.00	896.80
					Total Order Value . . .	**5,442.80**

Rupees : Five Thousand Four Hundred Fourty Two and Paise Eighty 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

12/01/2021

Name :

Contact

Accepted the above Terms And Conditions
For ***Veerabhadra Enterprises***

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	7.1.2021
ite & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168290
Material required before date:		ID No.	63010

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		10	NOS		
2	WHITNERS		15	NOS		
3	STAMP PAD 73732		10	NOS		
4	PENCIL BOXES		10	NOS		
5	ODONIL		20	NOS		
6	ROOM FRESHNER		20	NOS		
7	COCONUT BROOMS		150	NOS		
8	BOMBAY BROOMS	SMALL	500	NOS		
9	CLEANING BRUSH		15	NOS		
10						

marks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.1.2021	Sign. & Date	

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

APPROVED BY
-9 JAN 2021
SOHAM MODI
MANAGING DIRECTOR