

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/4/21		Prepared by: MOUNIKA	
PO/WO no. 76124		PO / WO Date. 02/4/21	
Supplier Name Veerabhadra Enterprises		PO/WO amount 18,651.52/-	
Firm/Company SShkp		Project SShkp	
Sl. No.	Bill No.	Bill Date	Bill amount
1	012	5/4/21	18652/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18652/-
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.			90987 ☒ 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:			18652/-
Amount E – PO / WO value:			18652/-
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		19/4/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	14/4/21	14/4	

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/-

Ph : 66338850
Cell : 7989596166

D. No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | Email : veerabhadra1930@gmail.com

Invoice No. : 012
Invoice Date : 5/4/21
DC No. : 76124-168551
State : Telangana State Code : 36

Date of Supply :

[illegible]

Amount in words	Inward No: 16163	Dt: 6/4/21	Total Amount before Tax	13264.00	3000.00
	No: 70982	Dt: 7/4/21	Add SGST	1193.26.	
	Received By:	Sign: [Signature]	Add CGST	1193.26.	
	SUMMIT SALES LLP		Add IGST		
Bank Details : A/c No. 303011023425 Branch : General Bazar, Secunderabad, IFSC Code : KKBK0007450 Main Branch : Kotak Mahindra Bank			Round Off	48.	
			Total Amount after Tax	15652.00	3000.00
			Total Tax Amount		
			GRAND TOTAL	18652.00	

Stores Manager

Purchase Order

Page(s) 1 Of 1

02-04-2021 17:10:11

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



76124

30.03.21 4:51:32

Supplier Details

Veerabhadra Enterprises
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

GSTIN 36AEMPG9276J1ZV

040 - 66338850

9246269111

Doc No	76124	168551
Doc Date	02-04-2021	
Quote No	Nil	
Quote Date	02-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4003 - Consumables - Bombay Broom - Big - nos	50.00	60.00	0.00	0.00	3,000.00
2 4041 - Consumables - Mopping stick - NA - nos	30.00	120.00	0.00	18.00	4,248.00
3 4022 - Consumables - Dettol - NA - nos Liquid	12.00	147.00	0.00	18.00	2,081.52
4 4022 - Consumables - Dettol - NA - nos Hand wash(Santoor)	48.00	80.00	0.00	18.00	4,531.20
5 4055 - Consumables - Scrubber - NA - nos	24.00	15.00	0.00	18.00	424.80
6 4108 - Consumables - Water Bottle - NA - Nos 20ltrs	20.00	185.00	0.00	18.00	4,366.00
Total Order Value . . .					18,651.52

Rupees : Eighteen Thousand Six Hundred Fifty One and Paise Fifty Two 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

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

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit sales llp		Date:		31.03.2021	
Site & Phase :		Summit housing llp		Time:		12.00	
Supplier				Req. No.		168551	
Material required before date:					ID No.		65154
No	Description	Size	Quantity	Units	Inward No	Date	
1	G I Buckets ✓		24	nos			
2	Spade with handle ✓		20	nos			
3	Bombay brooms	Big	50	nos			
4	Mopping stick		30	nos			
5	Coconut brooms ✓		100	nos			
6	Dettol liquid		12	nos			
7	Santoor handwash 76124		48	nos			
8	Scrubber		24	nos			
9	Bubble can	20 ltrs	20	nos			
10	Safety belts ✓		10	nos			
11	Safety indication ribbons ✓		05	nos			
12	Sponges ✓		500	nos			
Remarks: For stock maintenance purpose							
Prepared By		NEHA					
Sign. & Date		31.3.2021		Sign. & Date			

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

