

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/4/21		Prepared by: MOUNIKA	
PO/WO no. 75955		PO / WO Date. 27/3/21	
Supplier Name Veerabhadra Enters		PO/WO amount 1003/-	
Firm/Company SShnp		Project Hto	
Sl. No.	Bill No.	Bill Date	Bill amount
1	011	05/4/21	1003/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1003/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			☐ 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:			1003/-
Amount E – PO / WO value:			1003/-
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:	[Signature]		
Date	14/4/21		

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/-

Ph : 66338850
Cell : 7989596166

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

State Code : 36

Date of Supply :

[illegible]

Amount in words : _____	Total Amount before Tax	850 + 00	
	Add SGST	76.50	
	Add CGST	76.50.	
	Add IGST		
Bank Details : A/c No. 303011023425 Branch : General Bazar, Secunderabad, IFSC Code : KKBK0007450 Main Branch : Kotak Mahindra Bank	Round Off		
	Total Amount after Tax	1003 + 00	
	Total Tax Amount	GRAND TOTAL	1003 + 00

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

27-03-2021 10:11:48 AM

Orig



75955

24.03.21 11:13:31

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	75955	182716
Doc Date	27-03-2021	
Quote No	Nil	
Quote Date	12-02-2020	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4051 - Consumables - Polythene Covers - other - pkts Black 10 kgs	1.00	850.00	0.00	18.00	1,003.00
Total Order Value . . .					1,003.00

Rupees : One Thousand Three 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

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 garbage use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

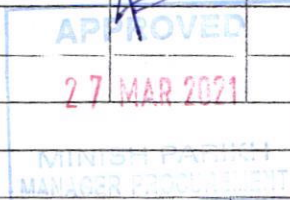
Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:		23.03.2021	
Site & Phase :		Head Office		Time:		03: 40 pm	
				Req. No.		182716	
Material required before date:				ID No.		64924	
S.No	Description	Size	Quantity	Units	Inward No	Date	
01	Surf Detergent Powder ✓	1 Kg	12 ✓	Packets			
02	Aer Refresher <i>odonif</i> ✓		08 ✓	No's			
03	Vim Bar ✓		10 ✓	No's			
04	Cleaning Cloth (Check) ✓		12 ✓	No's			
05	Yellow Cloth ✓		15 ✓	No's			
06	Mopping Stick ✓		06 ✓	No's			
07	Bombay Brooms ✓		08 ✓	No's			
08	Coconut Brooms ✓		08 ✓	No's			
09	Santoor Handwash ✓		15 ✓	No's			
10	Black Covers (Big Thick) X ✓	Big	100 X	No's			
11	Phenyl Perfumed ✓		06 ✓	No's			
Remarks: Head Office							
							
Prepared By		Jai kumar		Approved by			
Date		23.03.2021		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 c3olumns.