

PURCHASE DIVISION
Advice for approval for credit to supplier

(E) 3/5

Date: 3/5/21		Prepared by: HEMENDRA	
PO/WO no. 76345		PO / WO Date. 10/4/21	
Supplier Name: Vunabhadra Engrs		PO/WO amount: 6,620/-	
Firm/Company: S S L P		Project: S L P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	38	14/4/21	6,620/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,620/-
Sl. No.	DC No	DC. Date	MRN No.
1.	38	14/4/21	91407
2.			
3.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			6,620/-
Amount E – PO / WO value:			6,620/-
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		9/5/21	
Remarks: In a line 20/-			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

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/-

TAX INVOICE / CASH / CREDIT

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

Invoice No **038**

Address :

Invoice Date : 14/4/2021

Po-76345

DC No. :

GSTIN No: 36ACA2F520AAC1Z7

State : T-S

State Code : 36

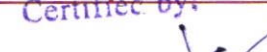
State : Telangana

State Code : 36

Transportation Mode :

Vehicle Number :

Date of Supply :

Amount in words :  Stores Manager	Total Amount before Tax	5616 = 10
	Add SGST	504 = 90
	Add CGST	504 = 90
	Add IGST	
Bank Details : A/c No. 303011023425 Branch : General Bazar, Secunderabad, IFSC Code : KKBK0007450 Main Branch : Kotak Mahindra Bank	Round Off	+0 = 00
	Total Amount after Tax	6620 = 00
	Total Tax Amount	
	GRAND TOTAL	6620 = 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

INWARD

Inward No: 16264 Dt: 22/4/2

Dt: 22/4/2

MRN No: 91402 Dt: 23/4/21

Dt: 23/4/21

Received By: _____ Sign: _____

Sign:

SUMMIT SALES LLP

Purchase Order

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28-04-2021 14:18:52



76345

30.03.21 5:01:54

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	76345	168581
Doc Date	10-04-2021	
Quote No	Nil	
Quote Date	10-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4022 - Consumables - Dettol - NA - nos Liquid	10.00	147.00	0.00	18.00	1,734.60
2 4065 - Consumables - Vim bar - NA - nos	24.00	40.00	0.00	18.00	1,132.80
3 4059 - Consumables - Surf Detergent Powder - NA - kgs	30.00	22.00	0.00	18.00	778.80
4 4098 - Consumables - Dust pan - NA - nos	24.00	20.00	0.00	18.00	566.40
5 4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	85.00	0.00	18.00	2,407.20
Total Order Value . . .					6,619.80

Rupees : Six Thousand Six Hundred Nineteen 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

Penalty 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

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		08.4.2021	
Site & Phase :		Summit housing llp		Time:		16.00	
Supplier				Req. No.		168581	
Material required before date:					ID No.		65340
No	Description	Size	Quantity	Units	Inward No	Date	
1	Gova rope		20	nos			
2	Dettol liquid		10	nos			
3	Vimbar		24	nos			
4	Surf		30	nos			
5	Bombay brooms - small		200	nos			
6	Dust pan		24	nos			
7	Harpic		24	nos			
Remarks: for stock maintenance purpose							
Prepared By		NEHA					
Sign. & Date		08.4.2021		Sign. & Date		9/4	

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