PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/7/21	Prepared by:	HEMENDRA
PO/WO no.	Veerabhadra Entp'	PO / WO Date.	27/7/21
Supplier Name	78777	PO/WO amount	10,478/-
Firm/Company	5524	Project	Shup
Sl. No.	Bill No.	Bill Date	Bill amount
1	292	27/7/21	10,478/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,478/-

Sl. No.	DC. No.	DC. Date	MRN No.	DC matches MRN
1.	292	27/7/21	94514	☑ 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:	10,478/-
Amount E – PO / WO value:	10,478/-
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	6/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			30 JUL 2021				
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/-

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 - 78777 - 168831
GSTIN No : 36ACQFS2044L1Z7
State : T.S State Code : 36

Invoice No. : 292
Invoice Date : 27/7/2021
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)	Door mat gont cussion		8 nos	1110/-		8880=00	

Certified by:
Stores Manager

INWARD
Inward No: 16687 Dt: 28/7/21
MRN No: 99514 Dt: 29/7/21
Received By: Sign:
SUMMIT SALES LLP

Amount in words :

Total Amount before Tax	8880=00
Add SGST	799=20
Add CGST	799=20
Add IGST	
Round Off	-0=40
Total Amount after Tax	10478=00
Total Tax Amount	
GRAND TOTAL	10478=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.

SUMMIT SALES LLP * R.R. DIST. *
INWARD
No: 8284S
Date: 29/2
Sign:

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 27-07-2021 17:31:32

78777
16.07.21 4:14:06

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**	78777	168831
	Doc Date	27-07-2021	
	Quote No	Nil	
	Quote Date	23-04-2021	
	SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4025 - Consumables - Door Mat - other - nos *2 x 4 (Grey colour door mat)*	8.00	1,110.00	0.00	18.00	10,478.40
					Total Order Value . . .	**10,478.40**

Rupees : Ten Thousand Four Hundred Seventy Eight and Paise Fourty Only.

Terms and Conditions :-

Specification /	As per give model name " Duro Soft" Grey colour
Payment Terms	After Delivery & Production of Bills
Tax	All taxes included in above price.
Delivery Date	Within 3 to 4 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included by us.
Warranty	5 years limited warranty. (Max 20% wear & tear, color lifetime.)
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Supplier will give width of 4', the standerd width.

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:	15-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168831
Material required before date:		ID No.	67656

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay Broom	Big	50	Nos		
2	Coconut Brooms		100	Nos		
3	Dettol-Hand Wash-Santoor		48	Nos		
4	Sponges		500	Nos		
	Bombay Brooms	Small	300	Nos		
6	PVC Bucket		10	Nos		
7	Harpic Cleaner	500ml	48	Nos		
8	Mopping Stick		30	Nos		
9	Phinyle	1ltr	40	Nos		
10	Vim Bar		24	Nos		
11	Lizol	1ltr	48	Nos		
12	Cob web Stick	38772	20	Nos	✓	
13	Water Bottles		30	Nos		
14	Grey Colour Door Mat	38777	8	Nos	✓	
15	Yellow Cloth		120	Nos		
16	Cloth Door Mat		20	Nos		
					✓	

Remarks:For Stock maintenance Purpose			
Prepared By	BHAVANI		
Sign.& Date	15-07-2021	Sign. & Date	

APPROVED BY
17 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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