

PURCHASE DIVISION
Advice for approval for credit to supplier

(P)

(M)

Date: 17/8/21		Prepared by: MEENARA	
PO/WO no. 7927		PO / WO Date. 21/8/21	
Supplier Name: Keshabhadra Ensp.		PO/WO amount: 5,192/-	
Firm/Company: SCLP		Project:	
Sl. No.	Bill No.	Bill Date	Bill amount
1	316	6/8/21	5,192/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,192/-
Sl. No.	DC No.	DC. Date	MRN No.
1.	316	6/8/21	95114
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:			5,192/-
Amount E – PO / WO value:			5,192/-
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 / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ___/- ☒ No	
Payment – due date		20/8/21	
Remarks:			
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/-

Purchase Order

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02-08-2021 15:40:29



79271

31.07.21 2:16:54

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	79271	168861
Doc Date	02-08-2021	
Quote No	Nil	
Quote Date	02-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4006 - Consumables - Bucket - other - nos Bucket with Mug	20.00	220.00	0.00	18.00	5,192.00
Total Order Value . . .					5,192.00

Rupees : Five Thousand One Hundred Ninty 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 : __/__/__

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Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		23-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		13:15	
Supplier				Req. No.		168861	
Material required before date:					ID No.		67888
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Dettol Handwash- Santoor		48	Nos			
2	Sponges 79056		500	Nos			
3	PVC Bucket 79271		20	Nos			
Remarks: For Stock Maintenance Purpose							
Prepared By		Bhavani					
Sign. & Date		23-07-2021		Sign. & Date		✓	

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

