© 13/12

PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 9/12/2021 | Prepared by: | Saikiran |
| PO/WO no. | 83231 | PO / WO Date. | 3/12/2021 |
| Supplier Name | veerabhadra enterprises | PO/WO amount | 39,149 |
| Firm/Company | SSLLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 642 | 4/12/2021 | 39220 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 39,220 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 100360 | ☑ 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: | | | | 39,220 |
| Amount E – PO / WO value: | | | | 39149 |
| 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 | 13/12/2021 |
| Remarks: | – final bill – |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Saiki | | 11 DEC 2021 | | | | |
| Date | 9/12/21 | | | | | | |

APPROVED

11 DEC 2021

MINISH PARIKH

MANAGER PROCUREMENT

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 : 27810914
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 : M.G. road Sec-bad-3.
83231 / 169218.
GSTIN No : 36ACQFS2044CJ27
State : T.S. State Code : 36

Invoice No. : 642
Invoice Date : 4/12/2021.
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 | Odonil | | 48 | 40/- | | 1920.00 | |
| 2 | Empty Bottles. | | 20 | 175/- | | 3500.00 | |
| 3 | H/wash | | 48 | 80/- | | 3840.00 | |
| 4 | Room Freshner | | 24 | 80/- | | 1920.00 | |
| 5 | Lysol. | | 24 | 76/- | | 1824.00 | |
| 6 | Colin | | 20 | 76/- | | 1520.00 | |
| 7 | Harpic | | 48 | 84/- | | 4032.00 | |
| 8 | Phenale | | 40 | 40/- | | 1600.00 | |
| 9 | Wipers | | 20 | 80/- | | 1600.00 | |
| 10 | Moping Stick. | | 50 | 120/- | | 6000.00 | |
| 11 | Bucket along | | 10 | 220/- | | 2200.00 | |
| 12 | Yellow Cloth. | | 120 | 15/- | 1800.00 | | |
| 13 | Surf | | 30 | 24/- | | 720.00 | |
| 14 | Vimbar. | | 24 | 40/- | | 960.00 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | 5% | 18% | 12% - 0% |
|---|---|---|---|---|
| Amount in words : | Total Amount before Tax | 1800.00 | 31636.00 | |
| | Add SGST | 45.00 | 2847.24 | |
| | Add CGST | 45.00 | 2847.24 | |
| | Add IGST | | | |
| | Round Off | | -48. | |
| | Total Amount after Tax | 1890.00 | 37330.00 | |
| | Total Tax Amount | | GRAND TOTAL | 39220.00 |

INWARD
Inward No: 17342 Dt: 7/12/21
MRN No: 100360 Dt: 7/12/21
Received By: Sign: Sy
SUMMIT SALES LLP

**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. *
IN WARD
No: 8803
Date: 8/12
Sign:

Certified that the particulars given above are true and correct

**For Veerabhadra Enterprises**

Authorised Signatory

# Purchase Order

 04-12-2021 13:24:28

83231
02.12.21 2:43:07

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 | **Doc No** | 83231 | 169213 |
| D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | **Doc Date** | 03-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEMPG9276J1ZV | **Quote Date** | 03-12-2021 | |
| 040 - 66338850 9246269111 | **SupplyType** | Supply | |

**Kind Attn : Mr. Venkatesh.**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|
| 1 4001 - Consumables - Air Freshner - NA - nos<br>*Odonil* | 48.00 | 40.00 | 0.00 | 18.00 | 2,265.60 |
| 2 4004 - Consumables - Bottle - NA - nos<br>*20ltrs* | 20.00 | 175.00 | 0.00 | 18.00 | 4,130.00 |
| 3 4022 - Consumables - Dettol - NA - nos<br>*Hand wash ( Santoor Hand wash )* | 48.00 | 80.00 | 0.00 | 18.00 | 4,531.20 |
| 4 4001 - Consumables - Air Freshner - NA - nos<br>*Room Freshner* | 24.00 | 80.00 | 0.00 | 18.00 | 2,265.60 |
| 5 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 24.00 | 76.00 | 0.00 | 18.00 | 2,152.32 |
| 6 4014 - Consumables - Colin - 500ml - nos | 20.00 | 76.00 | 0.00 | 18.00 | 1,793.60 |
| 7 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 48.00 | 84.00 | 0.00 | 18.00 | 4,757.76 |
| 8 4046 - Consumables - Phinyle - 1Ltr - nos | 40.00 | 40.00 | 0.00 | 18.00 | 1,888.00 |
| 9 4071 - Consumables - Wiper - Other - nos | 20.00 | 80.00 | 0.00 | 18.00 | 1,888.00 |
| 10 4041 - Consumables - Mopping stick - NA - nos | 50.00 | 120.00 | 0.00 | 18.00 | 7,080.00 |
| 11 4006 - Consumables - Bucket - other - nos | 10.00 | 220.00 | 0.00 | 18.00 | 2,596.00 |
| 12 4008 - Consumables - Cleaning Cloth - other - nos<br>*Yellow* | 120.00 | 15.00 | 0.00 | 5.00 | 1,890.00 |
| 13 4059 - Consumables - Surf Detergent Powder - NA - kgs | 30.00 | 22.00 | 0.00 | 18.00 | 778.80 |
| 14 4065 - Consumables - Vim bar - NA - nos | 24.00 | 40.00 | 0.00 | 18.00 | 1,132.80 |
| | | | **Total Order Value . . .** | | **39,149.68** |

Rupees : Thirty Nine Thousand One Hundred Fourty Nine and Paise Sixty Eight Only.

Terms and Conditions :-

**Specification /** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** Inclusive of all taxes

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

# Purchase Order

 04-12-2021 13:24:28 Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| Delivery Date | Next Day. |
| Delivery Location | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| Penality 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 | Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email. |

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Date : __/__/____

1499

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 29-11-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 15:00PM |
| Supplier | | Req. No. | 169213 |
| Material required before date: | | ID No. | 71700 |

| S.No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Air Freshner-odonil | | 48 | Nos | | |
| 2 | Room Freshner | | 24 | Nos | | |
| 3 | Santoor Hand Wash | | 48 | Nos | | |
| 4 | Vim bar | | 24 | Nos | | |
| 5 | Surf | 500grms | 30 | Nos | | |
| 6 | Harpic Cleaner | 500ml | 48 | Nos | | |
| 7 | Colin | 500ml | 20 | Nos | | |
| 8 | Phinyle | 1ltr | 40 | Nos | | |
| 9 | Lizol | 1ltr | 24 | Nos | | |
| 10 | Wiper 83231 | | 20 | Nos | | |
| 11 | Mopping Stick | | 50 | Nos | | |
| 12 | GI Bucket | | 24 | Nos | | |
| 13 | PVC Bucket | | 10 | Nos | | |
| 14 | Yellow Cloth | | 120 | Nos | | |
| 15 | Bobble Can | 20ltrs | 20 | Nos | | |
| 16 | Grey Colour Door Mat 83233 | 4x2 | 8 | Nos | | |
| 17 | Bombay Broom | Small | 200 | Nos | | |
| 18 | Sponges | | 500 | Nos | | |
| 19 | Coconut Brooms | | 200 | Nos | | |
| 20 | PVC Gampa | | 60 | Nos | | |

Remarks:For Replenishing Stock Purpose

| | | | |
|---|---|---|---|
| Prepared By | Bhavani | | APPROVED BY |
| Sign.& Date | 29-11-2021 | Sign. & Date | 02 DEC 2021 |

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

SOHAM MODI
MANAGING DIRECTOR