PURCHASE DIVISION
Advice for approval for credit to supplier

(E) 13/12

Date:	9/12/2021	Prepared by:	Sai kiran
PO/WO no.	83233	PO / WO Date.	3/12/2021
Supplier Name	Veerabhadra enterprises	PO/WO amount	10,479
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	641	4/12/2021	9062
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9062.

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			100365	☑ 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:	9062
Amount E – PO / WO value:	10,479
Amount F – Difference (A – E): GST-18%	-1417

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:	Sai kiran						
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 : 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,
Address : M.G.Road Sec-bad -3.
83233-169213.
GSTIN No 36ACAFS2044
State : State Code :

Invoice No. 641
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)	Poormat (Grey)	✓	64 ft (ft)	120/-		7680.00	

INWARD
Inward No: 17341 Dt: 7/12/21
MRN No: 00365 Dt: 8/12/21
Received By: Sign:
SUMMIT SALES LLP

Amount in Words

Total Amount before Tax		
Add SGST	691.20	
Add CGST	691.20.	
Add IGST		
Round Off	(-) .40.	
Total Amount after Tax	9062.00	
Total Tax Amount	GRAND TOTAL	9062.00

Bank Details :
A/c. No. **303011023425**
Branch : **General Bazar, Secunderabad.**
IFSC Code : **KKBK0007450**
Main Branch : **Kotak Mahindra Bank**

SUMMIT SALES LLP
IN WARD
No: 88032
Date: 8/12
Sign:
R.R. DIST

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

Purchase Order

83233
02.12.21 2:43:07

 03-12-2021 16:36:24

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.	**Doc No**	83233	169213
	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	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	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 : 04/12/2021

Accepted the above Terms And Conditions

For *Veerabhadra Enterprises*

Name : ____________

Date : __/__/____

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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		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

SOHAM MODI
MANAGING DIRECTOR

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