

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/2/22		Prepared by	Minish		Serial no.	2298																															
Supplier name		Veerabhalan Enterprises				HO inward no.																																	
Firm/Company		SSLP		Project	SSLP		HO received date																																
PO/WO date		25/1/22		PO/WO No.	84872		Scan ID.																																
Sl no.	Bill no.		Bill date		Bill amount		Original attached																																
1.	791		1/2/22		38701-		☒ Yes ☐ No																																
2.							☐ Yes ☐ No																																
3.							☐ Yes ☐ No																																
4.							☐ Yes ☐ No																																
Amount A – Bills total (Excluding Transport & Hamali Charges):							38701-																																
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																							
MRN nos.:		103165				Proof of delivery matches MRN		☒ 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:							38701-																																
Amount E – PO / WO value:							38701-																																
Amount F – Difference (A – E):							-																																
Quantity received as per PO / WO				☒ Yes ☐ Excess received ☐ Short received ☐ Part received																																			
Close PO / WO				☒ Yes ☐ No – wait for balance material ☐ Other																																			
Payment – due date				14/2/22																																			
Remarks:																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td>Minish</td> <td>Minish</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td>Minish</td> <td>03 FEB 2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>3/2/22</td> <td>MINISH PARIKH</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>										Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:	Minish	Minish				Sign:	Minish	03 FEB 2022				Date	3/2/22	MINISH PARIKH				Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																																		
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Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k																																		

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

Page(s) 1 Of 1

28-01-2022 12:03:47



84872

08.01.22 12:01:48

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	84872	169387
	Doc Date	25-01-2022	
	Quote No	NIL	
	Quote Date	21-01-2022	
	SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4046 - Consumables - Phynyle - 1Ltr - nos	20.00	40.00	0.00	18.00	944.00
2 4065 - Consumables - Vim bar - NA - nos	24.00	40.00	0.00	18.00	1,132.80
3 4014 - Consumables - Colin - 500ml - nos	20.00	76.00	0.00	18.00	1,793.60
Total Order Value . . .					3,870.40
Rupees : Three Thousand Eight Hundred Seventy and Paise Fourty 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	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

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**Name : 

Name : _____

Date : __/__/__

Contact :-

Requisition Form

Company Name:	SSLLP	Date:	21.01.2022			
Site & Phase :	SSHLP	Time:	10:00			
Supplier		Req.No.	169387			
Material required before date:	10.01.2022	ID No.	73203			
No	Description	Size	Quantity	Units	Inward No	Date
1	Phinyle	1 liter	20	Nos		
2	vimbar		24	Nos		
3	colin	500ml	20	Nos		
Remarks: For Stock Replenishing Purpose						
Prepared By	N.Vanajakshi	Approved by				
Sign. & Date	21.01..2022	Sign. & Date				

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

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