PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	Monica	Serial no.	2296
Supplier name	Veerabhadra Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/1/22	PO/WO No.	84768	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	793	1/2/22	46621-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	46621-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103166	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:	46621-
Amount E – PO / WO value:	46621-
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:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Monica	APPROVED			
Sign:	Monica	03 FEB 2022			
Date	3/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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.

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 : ~~Sales~~ Summit Sales LLP
Address : DOC - 84768 - 169368
GSTIN No : 36ACQFS2044C1Z7
State :
State Code :

Invoice No. : 793
Invoice Date : 1/2/2022
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%	18%	12% - 0%
1)	Acid.		60 Box	15/-		900=00	
2)	CO, CO, Brooms		240 nos	15/-			3600=00

Amount in words

		5%	18%	12% - 0%
Total Amount before Tax			900=00	
Add SGST			81=00	
Add CGST			81=00	
Add IGST				
Round Off				
Total Amount after Tax			1062=00	3600=00
Total Tax Amount			GRAND TOTAL	4662=00

INWARD
Inward No: 17648 Dt: 3/2/22
MRN No: 103166 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 9047 Date: 3/2 Sign:

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.

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 22-01-2022 11:28:32 AM

84768
08.01.22 11:53:28

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**	84768	169368
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	21-01-2022	
	Quote No	NIL	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	13-01-2022	
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	4000 - Consumables - Acid - NA - ltrs	60.00	15.00	0.00	18.00	1,062.00
2	4009 - Consumables - Coconut Broom - other - nos	240.00	15.00	0.00	0.00	3,600.00
				Total Order Value . . .		**4,662.00**

Rupees : Four Thousand Six Hundred Sixty 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
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 : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	13.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169368
Material required before date: 10.01.2022		ID No.	72999

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1ltr	60	Nos		
2	Cocount brooms		300	Nos		
3	Dettol liquid 84768		10	Nos		
4	sponges		500	Nos		
5	Bombay brooms small		300	Nos		
6	PVC bucket		10	Nos		
7	Water bottles		60	Nos		
8	Torch light -big		5	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	13.01..2022	Sign. & Date	

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

APPROVED
2 0 JAN 2022

84694
84696.