

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/2/22		Prepared by: Manish		Serial no. 2297
Supplier name: Veerabhadra Enterprises		Project: SHLP		HO inward no.
Firm/Company: SHLP		PO/WO No. 84670		HO received date
PO/WO date: 18/1/22				Scan ID.

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	794	1/2/22	28321-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 28321-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 10316	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges: -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 28321-

Amount E – PO / WO value: 28321-

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:	Manish	Manish			
Sign:	Manish	Manish			
Date	3/2/22	3/2/22			
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

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20-01-2022 10:45:38 AM



84670

08.01.22 11:50:03

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	84670	169372
Doc Date	18-01-2022	
Quote No	Nil	
Quote Date	13-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4066 - Consumables - Water bottle - NA - nos 1ltrs	60.00	40.00	0.00	18.00	2,832.00
Total Order Value . . .					2,832.00

Rupees : Two Thousand Eight Hundred Thirty 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 : _____

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.	169372
Material required before date:	10.01.2022	ID No.	73003

No	Description	Size	Quantity	Units	Inward No	Date
1	PVC drums		15	Nos	84665	
2	Mastic pad-armour board	8'x4'	25	Nos	84666	
3	GI buckets		48	Nos		
4	Blue sheet	24x18	8640	Sft	84668	
5	Spade with handle		20	Nos	84667	
6	Hacksaw blade double		200	Box	84669	
7	Water bottles	1ltr	60	Nos	84670	

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.

