PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Heda	Serial no.	2217
Supplier name	Veerabhada Enterprises			HO inward no.	
Firm/Company	SSUP	Project	SSUP	HO received date	
PO/WO date	14/2/22	PO/WO No.	854/22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	822	14/2/22	46,974/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	46,974/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103949	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:	46,974/-
Amount E – PO / WO value:	46,591/-
Amount F – Difference (A – E):	383/-
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	26/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda				
Sign:	[signature]	19 FEB 2022			
Date	19/2				
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 : Summit Sales LLP
Address : DOC NO - 85472 - 169468
GSTIN No : 36ACQFS2044L1Z7
State : TS   State Code : 36

Invoice No. : 822
Invoice Date : 14/2/2022
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%	Taxable Value 18%	Taxable Value 12% - 0%
1)	Acid.		60 L	15/-		900=00	
2)	Phenyle.		20 Bot	40/-		800=00	
3)	Harpic 500ml		40 Bot	84/-		3400=00	
4)	Lizal		48 Bot	76/-		3648=00	
5)	Dettol		48 Bot	161/-		7728=00	
6)	Vim Bar Tub		24 nos	40/-		960=00	
7)	Wheel.		30 Pac	24/-		720=00	
8)	~~Odonil~~ Air Freshner		36 nos	40/-		1440=00	
9)	Room Spray		24 Bot	80/-		1920=00	
10)	Dust Bin.		12 nos	50/-		600=00	
11)	Dust Pan.		12 nos	30/-		360=00	
12)	Brooms (Plastic)		20 nos	110/-		2200=00	
13)	Mop Stic		40 nos	120/-		4800=00	
14)	Soft Brooms		100 nos	70/-			7000=00
15)	Bucket with mugs.		20 nos	220/-		4400=00	

Amount in words :

Total Amount before Tax	33876=00	
Add SGST	3048=84	
Add CGST	3048=84	
Add IGST		
Round Off	+0=32	
Total Amount after Tax	39974=00	7000=00
Total Tax Amount	GRAND TOTAL	46974=00

INWARD
Inward No: 17728   Dt: 17/2/22
MRN No: 103949   Dt: 19/2/22
Received By: Sign: SY
SUMMIT SALES LLP

SUMMIT SALES LLP INWARD No: 91327 Date: 19/2 Sign: R.R. DIST.

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

 14-02-2022 14:48:01

85472
31.01.22 4:53:35

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**	85472	169468
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc Date**	14-02-2022	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	14-02-2022	
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	4046 - Consumables - Phinyle - 1Ltr - nos	20.00	40.00	0.00	18.00	944.00
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	40.00	84.00	0.00	18.00	3,964.80
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	48.00	76.00	0.00	18.00	4,304.64
5	4022 - Consumables - Dettol - NA - nos	48.00	161.10	0.00	18.00	9,124.70
6	4065 - Consumables - Vim bar - NA - nos	24.00	40.00	0.00	18.00	1,132.80
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	30.00	24.00	0.00	18.00	849.60
8	4001 - Consumables - Air Freshner - NA - nos *Odonil*	36.00	40.00	0.00	18.00	1,699.20
9	4001 - Consumables - Air Freshner - NA - nos *Room Freshners*	24.00	80.00	0.00	18.00	2,265.60
10	4026 - Consumables - Dust bin - NA - nos	12.00	50.00	0.00	18.00	708.00
11	4098 - Consumables - Dust pan - NA - nos	12.00	20.00	0.00	18.00	283.20
12	4005 - Consumables - Broom with stick - NA - nos	20.00	110.00	0.00	18.00	2,596.00
13	4041 - Consumables - Mopping stick - NA - nos	40.00	120.00	0.00	18.00	5,664.00
14	4003 - Consumables - Bombay Broom - Big - nos	100.00	68.00	0.00	0.00	6,800.00
15	4006 - Consumables - Bucket - other - nos	20.00	220.00	0.00	18.00	5,192.00
				Total Order Value . . .		**46,590.54**

Rupees : Fourty Six Thousand Five Hundred Ninty and Paise Fifty Four Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

For ***Summit Sales LLP***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ______

Date : __/__/____

Purchase Order

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:	11.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169468
Material required before date:	10.01.2022	ID No.	73785

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid		60	Nos		
2	Phinyl		20	Nos		
3	Harpic		40	Nos		
4	Lizol		48	Nos		
5	Dettol Handwash		48	Nos		
6	Vimbar 85472		24	Nos		
7	Surf		30	Nos		
8	Odonil		36	Nos		
9	Room freshner		24	Nos		
10	Dust bin		12	Nos		
11	Dust pan		12	Nos		
12	Broom with stick		20	Nos		
13	Mopping stick		40	Nos		
14	Bombay brooms	big	100	Nos		
15	GI buckets 85474		36	Nos		
16	Plastic bucket		20	Nos		
17	Blue sheet	18X24	10	Nos		
18	Hacksaw blade double		400	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	11.02..2022	Sign. & Date	12 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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