PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/3/22	Prepared by	Heda	Serial no.	- 2600
Supplier name	Veerabhadra Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SLLP	HO received date	
PO/WO date	26/2/22	PO/WO No.	85957	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	858	28/2/22	21,399/-	☑ Yes ☐ No
2.			-	☐ Yes ☐ No
3.			-	☐ Yes ☐ No
4.			-	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			21,399/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	104377	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:			21,399/-
Amount E – PO / WO value:			21,490/-
Amount F – Difference (A – E):			91/-
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	10/3/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda	Prabhakar			
Sign:					
Date	2/3				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
02 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 : M.G. road.
Po 85957
GSTIN No : 36ACQFS2044C1Z7
State : T.S. State Code : 36.

Invoice No. : 858
Invoice Date : 28/2/22.
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	Bombay brooms.	✓	50 nos	68/-			3400.00
2	Coco brooms.	✓	100 P.	15/-			1500.00
3	Colin	✓	40 Pc	76/-		3040.00	
4	Phenae	✓	40	40/-		1600.00	
5	Mopping cloth.	✓	120	15/-	1800.00		
6	Door mat	✓	25	50/-	1250.00		
7	Plastic bucket w/m	✓	10	220/-		2200.00	
8	Surf.	✓	30 Pc	26/-		780.00	
9.	1L Scel (Some)	✓	48	76/-		3648.00	

INWARD
Inward No: 17789 Dt: 1/3/22
MRN No: 104377 Dt: 2/3/22
Received By: Sign:
SUMMIT SALES LLP

Amount in words :

	5%	18%	12% - 0%
Total Amount before Tax	3050.00	11268.00	4900.00
Add SGST	76.25	1014.12	
Add CGST	76.25.	1014.12	
Add IGST			
Round Off	+50	-.24	
Total Amount after Tax	3203.00	13296.00	4900.00
Total Tax Amount		GRAND TOTAL	21399.00

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.

SUMMIT SALES LLP R.R. DIST.
INWARD No: 9174
Date: 2/3/22
Sign:

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

Purchase Order

 26-02-2022 15:43:56

85957
14.02.22 3:00:03

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	85957	169515
Doc Date	26-02-2022	
Quote No	nil	
Quote Date	24-02-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4003 - Consumables - Bombay Broom - Big - nos	50.00	68.00	0.00	0.00	3,400.00
2	4009 - Consumables - Coconut Broom - other - nos	100.00	15.00	0.00	0.00	1,500.00
3	4014 - Consumables - Colin - 500ml - nos	40.00	76.00	0.00	18.00	3,587.20
4	4046 - Consumables - Phinyle - 1Ltr - nos	40.00	40.00	0.00	18.00	1,888.00
5	4040 - Consumables - Mopping Cloth - NA - nos	120.00	15.00	0.00	5.00	1,890.00
6	4025 - Consumables - Door Mat - other - nos *cloth*	25.00	50.00	0.00	18.00	1,475.00
7	4006 - Consumables - Bucket - other - nos *with mug*	10.00	220.00	0.00	18.00	2,596.00
8	~~4059 - Consumables - Surf Detergent Powder - NA - kgs~~ *500 grms*	~~30.00~~	~~24.00~~	~~0.00~~	~~18.00~~	~~849.60~~
9	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	48.00	76.00	0.00	18.00	4,304.64
				Total Order Value . . .		**21,490.44**

~~Rupees : Twenty One Thousand Four Hundred Ninty and Paise Fourty Four 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.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Date : __/__/____

 26-02-2022 15:43:56

Purchase Order

Original / Office Copy / Purchase Div.Copy

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:	24.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169515
Material required before date:		ID No.	74221

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay brroms	Big	50	Nos		
2	Coconut brooms 85957		100	Nos		
3	Colin		40	Nos		
4	Phinyl	1 liter	40	Nos		
5	Mopping clothe		120	Nos		
6	Door mat clothe		25	Nos		
7	First aid kit Global 85959		5	Nos		
8	Plastic bucket 85957		10	Nos		
9	Sponges 85958		500	Nos		
10	Gunny bags 85961 Jineshwar		1000	Bags		
11	Surf	500grms	30	Nos		
12	Lizol	1 liter	48	Nos		
13	Spade with handle 85958		20	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	24.02..2022	Sign. & Date	

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

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