

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>2/3/22</u>		Prepared by: <u>H. de</u>		Serial no. <u>2601</u>	
Supplier name: <u>Venabhadra Enterprises</u>		Project: <u>Shur</u>		HO inward no.	
Firm/Company: <u>SSUP</u>		PO/WO date: <u>23/2/22</u>		HO received date	
PO/WO No. <u>85820</u>		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>859</u>	<u>28/2/22</u>	<u>5,593/-</u>	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 5,593/-

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

MRN nos.: <u>104376</u>	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: 5,593/-

Amount E – PO / WO value: 5,593/-

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: 10/3/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<u>H. de</u>	<u>P. Prabhakar</u>			
Sign:	<u>[Signature]</u>	<u>[Signature]</u>			
Date	<u>2/3</u>	<u>02 MAR 2022</u>			
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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25-02-2022 10:27:15

Or



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	85820	169495
Doc Date	23-02-2022	
Quote No	Nil	
Quote Date	23-02-2022	
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 4022 - Consumables - Dettol - NA - nos Santoor Hand wash	48.00	80.00	0.00	18.00	4,531.20
Total Order Value . . .					5,593.20

Rupees : Five Thousand Five Hundred Ninty Three and Paise Twenty 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 : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		19.02.2022	
Site & Phase :		SSHLP		Time:		1:00	
Supplier				Req.No.		169495	
Material required before date:					ID No.		

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1liter	60	Nos		
2	Coconut brooms		100	Nos		
3	Handwash santhoor		48	Nos		
4	Sponges		500	Nos		
5	Bombay brooms	small	200	Nos		
6	First aid kit		5	Nos		
7	Gova rope		60	Bundle		
8	Hacksaw blade single		100	Box		
9	Cube testing moulds	6"x6"	12	Nos		

Remarks: For Stock Replenishing purpose

Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		19.02..2022		Sign. & Date			

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

