

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 04/04/2022		Prepared by: MINISH		Serial no. 2790	
Supplier name: Shubham Enterprises.		Project: SHUP.		HO inward no.	
Firm/Company: SLLP.		PO/WO No. 86784		HO received date	
PO/WO date: 25/03/2022		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3158	31/03/2022	3,186/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 3,186/-

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

MRN nos.: 105666	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: 3,186/-

Amount E – PO / WO value: 3,186/-

Amount F – Difference (A – E): NIL

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: 11/04/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.

Ph : (O) : 66318150
: 66568151
: 29308151



SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. :	SE/21-22/3158	Date :	31-Mar-22	P.O. No. :	86784 // 169613	Date :	31-Mar-22
Reverse Charge (Y/N) :	No	D.C. No. :	BY MAIL	Date :	31-Mar-22		
State :	Telangana	State Code :	36	Vehicle No. :		E-Way Bill No. :	

Bill to Party : **SUMMIT SALES LLP**
5-4-187 / 3& 4, II ND FLOOR,
MG ROAD , SECUNDERABAD - 500003
SECUNDERABAD
State: Telangana(36)

GSTIN No.: 36ACQFS2044C1Z7

Ship to Party :	SUMMIT SALES LLP 5-4-187 / 3& 4, II ND FLOOR, MG ROAD , SECUNDERABAD - 500003 SECUNDERABAD State: Telangana(36)
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GSTIN No.: 36ACQFS2044C1Z7

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	P.s.	Rs.	P.s.
1 XA-BLADE DOUBLE	82029990	300.00 NOS.	✓	9.00	2,700.00	2,700.00
						243.00
						243.00
TOTAL						3,186.00

Indian Rupees Three Thousand One Hundred Eighty Six Only

Despatched Through :

Destination :

No 1246364748

Indian Rupees Three Thousand One Hundred Eighty Six Only
Despatched Through :
Destination :

SUDHAKAR
PIPES AND FITTINGS

Honeywell
THE POWER OF CONNECTED

norisys®



Bharat M.S. Pipes

**HAVELLS**

CASING 'N' CAPPING | CONDUIT PIPES
TRUNKINGS | TAPES | FLEX FIT

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.

E.&O.E.

For **SHUBHAM ENTERPRISES**

4. Cheque return Charges Rs. 500/-

5. Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**
IFS Code : PUNB0363100



Purchase Order

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25-03-2022 15:04:41



86784

16.03.22 2:13:35

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

GSTIN 36AELFS6374J1ZC

6656-8151..

040-66318150/23468151

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Doc No	86784	169613
Doc Date	25-03-2022	
Quote No	Nil	
Quote Date	25-03-2022	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9537 - Tools - Hacksaw blade - double - nos	300.00	9.00	0.00	18.00	3,186.00
Total Order Value . . .					3,186.00

Rupees : Three Thousand One Hundred Eighty Six Only.

Terms and Conditions :-

Specification / All items shall be of Sudhkhhar brand**Payment Terms** After Delivery & Production of bill**Tax** GST included in above price.**Delivery Date** Next day

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation** Included in the above price.**Warranty** Nil**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Order for stock replenishing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Date : __/__/__

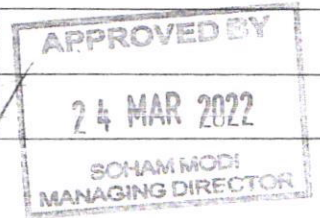
Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169613
Material required before date:		ID No.	75004

No	Description	Size	Quantity	Units	Inward No	Date
1	Surf	500grms	30	Nos		
2	Harpic	500ml	24	Nos		
3	Colin	500ml	40	Nos		
4	Phinyl		20	Nos		
5	Acid	1 liter	60	Nos		
6	Odonil packet		36	Nos		
7	Dust bin		24	Nos		
8	Cleaning cloth		120	Nos		
9	Plastic bucket		10	Nos		
10	Hacksaw blade	double	300	Box		

Remarks: For Stock replenishing purpose.

Prepared By	Vanajakshi	Approved by	
Sign. & Date	24.03..2022	Sign. & Date	



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