

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	7/05/22	Prepared by	Varajashi	Serial no.	3787
Supplier name	Skubam Enterprises	HO inward no.			
Firm/Company	mfmlp	Project	Gmp	HO received date	
PO/WO date	23/02/22	PO/WO No.	85831	Scan ID	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SG/21-22/3018	24/03/22	8,449/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

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

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

MRN nos.	105358	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:

Amount E - PO / WO value:

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

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Varajashi				
Sign:	[Signature]				
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:		PO date:		Req. no.:	
MRN nos. related to PO					
☐	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☒	Bills not received against this PO.				
☐	Part bill received against this PO.	Bill nos.			
☐	All bills received against this PO.				
☐	Advance paid against this PO.	Amount paid			
Remarks by Accountants: PO and bills are not matching. Supplier has raised two different bills with same bill no. Pur dept pls verify these bills					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalal		6/5			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO	☐	Keep PO open. Material awaited		
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

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/21-22/3018 **Date :** 24-Mar-22 **P.O. No. :** 85831 // 192862 **Date :** 24-Mar-22
Reverse Charge (Y/N) : No **D.C. No. :** BY OWN **Date :** 24-Mar-22
State : Telangana **State Code :** 36 **Vehicle No. :** **E-Way Bill No. :** 1514 5287 4795

Bill to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)

GSTIN No.: 36AAEFM1459R1ZP

Ship to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)

GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	Ps.	Rs.	Ps.
1 25MMS SUDHAKAR 25 ISI MEDIUM PVC PIPE BLACK / GREY	391723	10 50.00 NOS.	106.00		5,300.00	
2 254 SUDHAKAR 25MM PVC JUNCTION BOX 4WAY	391740	00 30.00 NOS.	32.00		960.00	
3 25MM BASE SADDLES	730711	10 3.00 NOS.	300.00		900.00	
					7,160.00	
CGST TAX 9 %					644.40	
SGST TAX 9%					644.40	
ROUNDED					0.20	
					8,449.00	
Indian Rupees Eight Thousand Four Hundred Forty Nine Only						
Despatched Through :						
Destination :						



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AKG

Bharat M.S. Pipes

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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

Page(s) 1 of 1

24-04-2022 1:42:36 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

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

040-66318150/23468151 6656-8151..
9849153774

Doc No 85831 192862
Doc Date 23-02-2022
Quote No NIL
Quote Date 21-02-2022
SupplyType Supply

Kind Attn : **Viral.**

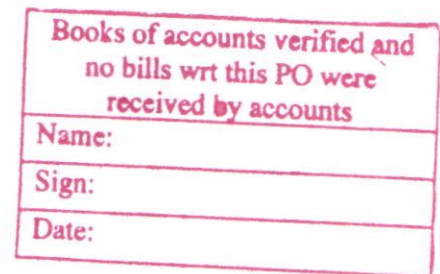
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos PVC Pipe (FRLS)-1"	50.00	106.00	0.00	18.00	6,254.00
2 4777 - Electrical - conducting - Junction Box - 25mm - nos	30.00	32.00	0.00	18.00	1,132.80
3 4517 - Electrical - other - Base saddle - 25mm - nos rate per box- 300 each box 70nos	5.00	300.00	0.00	18.00	1,770.00
Total Order Value . . .					9,156.80

Rupees : Nine Thousand One Hundred Fifty Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Sudhkhar brand
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Next day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Nil
Transportation Cost	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 A and B block fire alarm purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Prices shall remain fixed(Subject to change in GST) for a period of 4 months.



For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	21.02.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192862
Material required before date:	URGENT	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC pipes (FRLS)	1"	50	NO'S		
2.	PVC junction box	1"	30	No's		
3.	Base sadiles	1"	200	No's		
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For A&B block fire alarm work purpose at GMR site .

Prepared By	A.janaki	Approved by	
Sign.& Date	21.02.22	Sign. & Date	

Note:

S. Paul

21 FEB 2022

SL

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
66568151
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SHUBHAM ENTERPRISES

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E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/3019

Date : 24-Mar-22

P.O. No. :

Date :

Reverse Charge (Y/N) : No

D.C. No. : BY OWN

Date : 24-Mar-22

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State Code : 36

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E-Way Bill No. :

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State: Telangana(36)

GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	Ps.	Rs.	Ps.
1 10 X 12 FOLDING BOX	853810	10.00 NOS.		210.00		2,100.00
2 16 AMPS POWER PLUG	853610	30.00 NOS.		180.00		5,400.00
						7,500.00
						675.00
						675.00
						8,850.00

Teetho

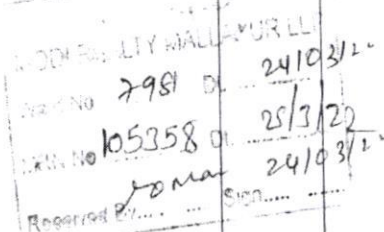
T8104B

3122

M. Shikha

9000778912

24/03/22



Indian Rupees Eight Thousand Eight Hundred Fifty Only

Despatched Through :

Destination :

SUDHAKAR
PIPES AND FITTINGS

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4. Cheque return Charges Rs. 500/-
5. Bank Details : PUNJAB NATIONAL BANK, Account No. : 3631001600000013
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

