

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	27/08/22	Prepared by	Varajathi	Serial no.	7661
Supplier name	Shubam Enterprises			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	23/8/22	PO/WO No.	91178	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SE/22-23/1899	23/8/22	22,946/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				22,946/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	111052		Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				22,946/-	
Amount E – PO / WO value:				22,949/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		5/09/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Varajathi				
Sign:					
Date	27/8/22				
Approval limit	Upto 20k	20k to 100k	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 : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
: 66568151
: 66568150



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

MSME UAN : TS020055126

Invoice No. : SE/22-23/1899 Date : 23-Aug-22 P.O. No. PO NO : 91178 // 170104 Date 23-Aug-22
Reverse Charge (Y/N) : No D.C. No. : BY MAIL Date 23-Aug-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)

GSTIN No.: 36ACQFS2044C1Z7

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	Ps.	Rs.	Ps.
1 25SJ SUDHAKAR 25MM PVC J.BOX ✓	39174000	360.00 NOS ✓	25.96		9,346.00	
2 INSULATION TAPES ✓	85469090	500.00 NOS ✓	9.00		4,500.00	
3 PVC ROUND SHEET BIG ✓	39174000	200.00 NOS ✓	13.00		2,600.00	
4 PVC ROUND SHEET SMALL ✓	39174000	500.00 NOS ✓	6.00		3,000.00	
						19,446.00
						1,750.14
						1,750.14
						(-).028
						22,946.00

CGST TAX 9%
SGST TAX 9%
ROUNDED

INWARD
Inward No: 18586 Dt: 23/8/22
MRN No: 11052 Dt: 25/8/22
Received By: Sign: [Signature]
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No: 98316
Date: 26/8/22
Sign: [Signature]
R.P. DIST.

Indian Rupees Twenty Two Thousand Nine Hundred Forty Six Only
Despatched Through :
Destination :



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

E.&O.E.

For SHUBHAM ENTERPRISES

[Signature]

Purchase Order

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22-08-2022 10:36:11 AM



91178

17.08.22 12:41:54

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

Supplier Details		Doc No	91178	170104
Shubham Enterprises 5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003		Doc Date	22-08-2022	
GSTIN 36AELFS6374J1ZC 6656-8151..		Quote No	NIL	
040-66318150/23468151 9849153774		Quote Date	18-08-2022	
		SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 272500 - ELCD-Electrical - Junction box -PVC- - 25mm - Nos	360.00	59.02	56.00	18.00	11,031.55
2 468000 - ELCD-Electrical - Insulation tapes-- - 20nos - Boxes	500.00	9.00	0.00	18.00	5,310.00
3 750700 - ELCD-Electrical - Round covers -PVC- - 150mm - Nos	200.00	13.00	0.00	18.00	3,068.00
4 556700 - ELCD-Electrical - Round covers -PVC- - 75mm - Nos	500.00	6.00	0.00	18.00	3,540.00
Total Order Value . . .					22,949.55
Rupees : Twenty Two Thousand Nine Hundred Fourty Nine and Paise Fifty Five Only.					

Terms and Conditions :-

Specification /	As per given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	GST included in the above prices
Delivery Date	With in 4 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation	nil
Warranty	Nil
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for stock replanish purpose
Completion Date	Nil
Measurement	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 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:		SSLLP			Date:		18.08.2022		
Site & Phase :		SHLLP			Time:		12:00		
Supplier:					Req. No.		170104		
Material required before date:					ID No.		79026		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	ELCD2725-Electrical-Junction box -PVC--25mm-Nos.	360✓	626	360					
2	ELCD4680-Electrical-Insulation tapes---20nos-Boxes	500✓	345	500					
3	ELCD7507-Electrical-Round covers -PVC--150mm-Nos. 9178	200✓	138	200					
4	ELCD5567-Electrical-Round covers -PVC--75mm-Nos.	500✓	35	500					
5									
6									
7									
8									
9									
10									
Remarks:		For Stock Replenishing Purpose.							
Prepared By:		Engineer			Project Manager		Purchase		
Approved By:		N. Vanajakshi							
Sign & Date:									

APPROVED BY
18 AUG 2022
 SCHAM M.C.JI
 MANAGING DIRECTOR