

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/04/23		Prepared by V. RAVI		Serial no. 17479	
Supplier name Shiva Engineering works.				HO inward no.	
Firm/Company SCLP		Project SCLP		HO received date	
PO/WO date 22/02/23		PO/WO No. 97385		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	8066	01/03/23	12,248-00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				12,248-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	118019		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:				12,248-00	
Amount E – PO / WO value:				12,248-00	
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		100% Advance paid			
Remarks: find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29/4/23			
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

PO no.: 97385	PO date: 22/02/23	Req. no.: 170754	Advice Scan ID	
Barcoded PO available ☒ Y / ☐ N	Invoice original available ☒ Y / ☐ N	Copy available ☐ Y / ☐ N	POD available ☒ Y / ☐ N	
Data required from site/engineers:				
MRN nos. related to PO	118019			
☐ 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: Full Material Received As per Req/P.O				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of RCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: M. Sanjeev Kumar	Sign: [Signature]	Date: 26/4/23		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☒ Advance paid against this PO 100%.	Amount paid: 12,248/-	Date of payment: 28/2/23		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: [Signature]	Sign: [Signature]	Date: 15/4/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	8066	01/3/23	12,248.00	118019
2.				
3.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 28/4/23.		
Advice by MD - action to be taken.				
☐	☐ Get certified bill from supplier (not original).			
☐	☐ Prepare bill in SLLP for material supplied.			
☒	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☒	☐ Close PO	☐	☐ Keep PO open. Material awaited	
☐	☐ Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date:		

APPROVED BY
24 APR 2023
SOHAM MODI
MANAGING DIRECTOR

22-02-2023 10:42:18

Purchase Order

97385

08.02.23 3:48:31

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

Supplier Details

Shiva Engineering Works
 5-4-23, Distillery Road, Shop no. 114, Ranigunj, Ispat Bhavan,
 Secunderabad - 500003.

GSTIN 36AFLPA1330H1ZY

040-66336349/66568576

9391052252

Doc No	97385	170754
Doc Date	22-02-2023	
Quote No	Nil	
Quote Date	22-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Shiva

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 290600 - MISC-Miscellaneous - Pressure Switch--- - - - Nos DANFOSS make.	5.00	900.00	0.00	18.00	5,310.00
2 746900 - MISC-Miscellaneous - Pressure Gauge--- - 0 to 10.5Kgs - Nos 0-16kg. GURU make.	12.00	490.00	0.00	18.00	6,938.40
Total Order Value . . .					12,248.40

Rupees : Twelve Thousand Two Hundred Forty Eight and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms 100% as advance payment.

Tax Inclusive of all taxes

Delivery Date Same Day

Delivery Location GVDC - SSLP

Phone

Penalty For Delay Nil

Transportation Cost Extra.

Warranty 1 year warranty against manufacturing defects.

Advance Paid Rs. 12,248 by Cheque/RTGS. Cheque no: _____ dated _____

Other Terms We reserve the right to reject items not conforming to quality and specifications.

Completion Date NA

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 Head Office. Proof of delivery/DC can be sent by email.

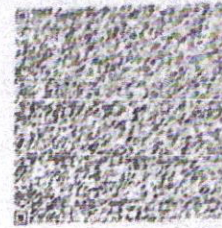
✓

APPROVED BY
25 FEB 2023
 SOHAM MODI
 MANAGING DIRECTOR



TAX INVOICE

IRN 8928f4c7c377de64aad5421d65701dceec5679392571a0cd-
40cfcc194959d98f
Ack No 112315496421799
Ack Date 1-Mar-23



PAN : AFLPA1330H
GSTIN : 36AFLPA1330H1ZY

Bill To:
M/S.SUMMIT SALES LLP
5-4-187, 3 AND 4, 3RD FLOOR,
SOHAM MANSION M.G. ROAD, SECUNDERABAD-500003

StateName Telangana Code: 36
GSTIN 36ACQFS2044C1Z7

Shipped To:
M/S.SUMMIT SALES LLP
TURKAPALLY

StateName Telangana Code: 36
GSTIN 36ACQFS2044C1Z7

Invoice No. 8066
D C No.
Order No. 97385/170754
L R No.
Vehicle TS10UB8387

Date 1-Mar-23
Date
Date 22-2-2023
Date

Transporter
Destination TURKAPALLY

MATERIAL DISPATCHED FROM BANSILAPET
GODOWN GANDHI NAGAR(6-2-269/152)-500080

S No.	Description of Goods/Services	HSN /SAC	Rate of GST(%)	Qty	Rate	Disc(%)	Amount
1	PRESSURE SWITCH	903220	18.00	5 Nos	900.00		4,500.00
2	PRESSURE GUAGE "HGURU" 100NB	90262000	18.00	12 Nos	490.00		5,880.00
							10,380.00
OUTPUT CGST							934.20
OUTPUT SGST							934.20
Round Off							10.40

Totals 17 Nos 12,248.00

E S O E

Total Invoice Amount (in Words)
Indian Rupees Twelve Thousand Two Hundred Forty Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
903220	4,500.00	9%	405.00	9%	405.00	810.00
90262000	5,880.00	9%	529.20	9%	529.20	1,058.40
Total	10,380.00		934.20		934.20	1,868.40

Tax Amount (in words): Indian Rupees One Thousand Eight Hundred Sixty Eight and Forty paise Only

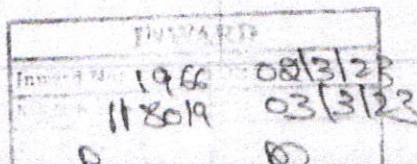
Declaration:
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
* All Disputes Subjected to Secunderabad Jurisdiction

Company's Bank Details

Bank Name YES BANK LTD
A/c No. 042484600000145
Branch & IFSC Code NAMPALLY & YES00000124

Received By
Customer's Seal and Signature
S.K. RAJU
6281929265

for SHIVA ENGINEERING WORKS

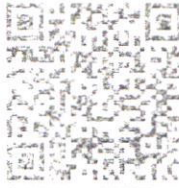


Shop: 040 66336349 / 66568576
Accounts: 040 40201990
shivaengineeringworks@gmail.com

5-4-23, Distillery Road, Shop No. 11, Rajuguri
Ispat Bhavan, Secunderabad - 500 003
www.shivaengggroup.com

Shiva Engineering Works

e-Way Bill



E-Way Bill No: 1016 0671 9802
 E-Way Bill Date: 01/03/2023 12:19 PM
 Generated By: 36AFLPA1330H1ZY - M/S SHIVA ENGINEERING WORKS
 Valid From: 01/03/2023 12:19 PM [35Kms]
 Valid Until: 02/03/2023

Part - A

GSTIN of Supplier: 36AFLPA1330H1ZY, M/S SHIVA ENGINEERING WORKS
 Place of Dispatch: BANSILAL PET GODOWN GANDHI NAGAR, TELANGANA-500080
 GSTIN of Recipient: 39ACQFS2044C147, SUMMIT SALES LLP
 Place of Delivery: TURKAPALLY, TELANGANA-500078
 Document No: 8066
 Document Date: 01/03/2023
 Transaction Type: Regular
 Value of Goods: 12248
 HSN Code: 903220 - PRESSURE SWITCH PRESSURE GAUGE
 Reason for Transportation: Outward - Supply
 Transporter:

Part - B

Mode	Vehicle / Transport Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh. Info (If any)
Road	TS1UB6387	BANSILAL PET GODOWN GANDHI NAGAR	01/03/2023 12:19 PM	36AFLPA1330H1ZY		



101606719802



