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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/7/20	Prepared by:	T.D. Murthy
PO/WO no.	68397	PO / WO Date.	29/6/20
Supplier Name	Shubham Enterprises	PO/WO amount	Rs. 1,888/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	376	1/7/20	Rs. 1,888/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,888/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	376	1/7/20	80771	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 1,888/-
Amount E – PO / WO value:	Rs. 1888/-
Amount F – Difference (A – E):	-

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs._____/- ☑ No
Payment – due date	11/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	8/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN : 36AMRPG2711M1ZT

TAX INVOICE

Ph : (O) : 66318150
: 66568150
: 66568151

SHUBHAM ENTERPRISES

5-2-288/D, Hyderbasti, Lane Opp. Arya Samaj, Secunderabad - 500 003.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : 376   Date 1-Jul-2020   P.O. No. :68397 // 14659   Date : 1-Jul-2020

Reverse Charge (Y/N) : No   D.C. No. :   Date :

State : Telangana   State Code : 36   Vehicle No. :   E-Way Bill No. :

Bill to Party :	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	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 Rs. Ps.	AMOUNT Rs. Ps.
1 XA -BLADE DOUBLE	8208	200.00 NOS.	8.00	1,600.00
				1,600.00
CGST TAX 9 %				144.00
SGST TAX 9%				144.00
				1,888.00

INWARD
Inward No: 14499 Dt: 2/7/20
MRN No: 80771 Dt: 3/7/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

67070
4/7/20

Indian Rupees One Thousand Eight Hundred Eighty Eight 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**

Purchase Order

 30-06-2020 10:22:03 AM

68397
24.06.20 12:19:12

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	**Doc No**	68397	14659
	Doc Date	29-06-2020	
	Quote No	Nil	
GSTIN 36AMRPG2711M1ZT 6656-8151..	**Quote Date**	29-06-2020	
040-66318150/23468151 9849153774	**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	200.00	8.00	0.00	18.00	1,888.00
					Total Order Value . . .	**1,888.00**

Rupees : One Thousand Eight Hundred Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	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,9502266233, Mahesh.
Penality 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. Above items for Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

30/06/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name : ____________

Date : __/__/____

Company Name:	SSLLP	Requisition Form	
Site & Phase :	SHLLP	Date:	27.06.2020
Supplier		Time:	1.30
Material required before date:		Req. No.	14659
		ID No.	58015

No	Description	Size	Quantity	Units	Inward No	
1	HARPIC					
2	LIZOL		24	NOS		
3	HAND WASH--SANTOOR		48	NOS		
4	ROOM FRESHNER		60	NOS		
5	WATER BOTTLES		24	NOS		
6	DETTOL LIQUID		36	NOS		
7	DUST BIN		24	NOS		
8	PLASTIC BUCKET WITH MUG		12	NOS		
9	JANTA PASTE		12	NOS		
10	THERMOCOL 68396		30	NOS		
11	BOMBAY BROOMS 68397		100	NOS		
12	GOVA ROPE	SMALL	300	NOS		
13	BLEACHING POWDER 68393		20	BDL		
14	HACKSAW BLADE 68394		200	KGS		
15	MOPPING STICK	DOUBLE	200	NOS		
16	BINDING WIRE		30	NOS		
17	GREEN HOSE PIPE		500	KG		
18	PLASTIC GAMPA		20	BDL		
			60	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA		
Sign.& Date	27.06.2020	Approved by	
		Sign. & Date	27 JUN 2020

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