PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 31-10-20 | Prepared by: | Prabhakar.P |
| PO/WO no. | 70607 | PO / WO Date. | 21-9-20 |
| Supplier Name | Shubham Enterprises | PO/WO amount | 17,841.60 |
| Firm/Company | Summit Sales LLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1450 | 20-10-20 | 17,842-00 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 17,842-00 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 84272 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ 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: | | | | 17,842-00 |
| Amount E – PO / WO value: | | | | 17,841.60 |
| Amount F – Difference (A – E): GST-18% | | | | - |

| | |
|---|---|
| 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 | **02-11-20** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | | | | | |
| Date | | 2/11/20 | | | | | |

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/W~~os upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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. : 1450** | **Date 20-Oct-2020** | P.O. No. : **70607 // 14912** | Date : **20-Oct-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**<br>5-4-187 / 3& 4, II ND FLOOR,<br>MG ROAD , SECUNDERABAD - 500003<br>SECUNDERABAD<br>State: Telangana(36)<br>**GSTIN No.: 36ACQFS2044C1Z7** | **SUMMIT SALES LLP**<br>5-4-187 / 3& 4, II ND FLOOR,<br>MG ROAD , SECUNDERABAD - 500003<br>SECUNDERABAD<br>State: Telangana(36)<br>**GSTIN No.: 36ACQFS2044C1Z7** |

| DESCRIPTION | HSN CODE | QUANTITY | RATE Rs. Ps. | AMOUNT Rs. Ps. |
|---|---|---|---|---|
| 1 HAVELLS 25 AMPS DP COS | 8536 | 18.00 NOS. | 840.00 | 15,120.00 |
| | | | | 15,120.00 |
| CGST TAX 9 % | | | | 1,360.80 |
| SGST TAX 9% | | | | 1,360.80 |
| ROUNDED | | | | 0.40 |
| | | | | 17,842.00 |

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70493 Date 27/10 Sign.

| INWARD | |
|---|---|
| Inward No: 15095 | Dt: 21/10/20 |
| MRN No: 84272 | Dt: 22/10/20 |
| Received By: | Sign: |
| SUMMIT SALES LLP | |

Certified by:

Stores Manager

**Indian Rupees Seventeen Thousand Eight Hundred Forty Two Only**

**Despatched Through :**

**Destination :**

SUDHAKAR PIPES AND FITTINGS | Honeywell THE POWER OF CONNECTED | norisys® | Bharat M.S. Pipes | SUDHAKAR WIRES AND CABLES | HAVELLS

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

Page(s) 1 Of 1 21-09-2020 3:02:59 PM Original /

70607
21.09.20 12:56:22

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 | **Doc No** | 70607 | 14912 |
| 5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003 | **Doc Date** | 21-09-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AMRPG2711M1ZT 6656-8151.. | **Quote Date** | 21-09-2020 | |
| 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 | 4799 - Electrical - other - Change over - 25 Amps - nos | 18.00 | 840.00 | 0.00 | 18.00 | 17,841.60 |
| | | | | | **Total Order Value . . .** | **17,841.60** |

Rupees : Seventeen Thousand Eight Hundred Fourty One and Paise Sixty Only.

P Part Bill recied
Inv no: 1141
Amt : 1982/-
Dt: 22/9/20
Ballance - 15,449/-

6/10/20

**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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 maintain purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***
Authorised Signatory

Name : 22/09/2020

Accepted the above Terms And Conditions
For ***Shubham Enterprises***

Name : ______

Date : __/__/__

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 19.09.2020 |
| Site & Phase : | SHLLP | Time: | 15.00 |
| Supplier | | Req. No. | 14912 |
| Material required before date: | | ID No. | 60023 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | MCB | 16A | 192 | NOS | | |
| 2 | MCB | 6A | 144 | NOS | | |
| 3 | FP ISOLATOR 70607 | 40A | 30 | NOS | | |
| 4 | CHANGE OVER | 25A | 18 | NOS | | |
| 5 | DB -4 WAY 70605 | 3 PHASE | 15 | NOS | | |
| 6 | DB-SINGLE PHASE | | 10 | NOS | | |
| 7 | SWITCH | 6A | 600 | NOS | | |
| 8 | SOCKET 70606 | 6A | 300 | NOS | | |
| [illegible] | SWITCH | 16A | 400 | NOS | | |
| 10 | SOCKET | 16A | 200 | NOS | | |
| 11 | BLANK PLATES | | 900 | NOS | | |
| | | | | | | |
| | | | | | | |

Remarks: For Maintenance of stock at ssllp

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY |
| Sign.& Date | 19.9.2020 | Sign. & Date | 21 SEP 2020 SOHAM MODI MANAGING DIRECTOR |

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