PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/04/21	Prepared by:	NEHA
PO/WO no.	75949	PO / WO Date.	27-03-21
Supplier Name	Shubham Enterprises	PO/WO amount	4,248
Firm/Company	Summit Sales UP	Project	Summit Housing UP
Sl. No.	Bill No.	Bill Date	Bill amount
1	3450	31-03-21	4,248
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,248

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90787	□ 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:				4,248
Amount E – PO / WO value:				4,248
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	12/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Moni	[signature]					
Date		8/4					

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. 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. : 3450 **Date :** 31-Mar-2021 P.O. No. : 75949 // 168530 Date : 31-Mar-2021

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.	9.00	1,800.00
2	XA - BLADE HEAVY	8208	300.00 NOS.	6.00	1,800.00
					3,600.00
	CGST TAX 9 %				324.00
	SGST TAX 9%				324.00
					4,248.00

MODI PROPERTIES PVT. INWARD No. 76134 Date 1/4/21

Invoice No: 16129 31/3/21
MRN No: 90787 31/3/21
Received by:
SUMMIT SALES LLP

Certified by:
Stores Manager

Indian Rupees Four Thousand Two Hundred Forty 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

 27-03-2021 10:11:48 AM Ori

75949

24.03.21 11:13:31

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

Supplier Details			
Shubham Enterprises	**Doc No**	75949	168530
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	27-03-2021	
	Quote No	Nil	
GSTIN 36AMRPG2711M1ZT 6656-8151..	**Quote Date**	27-03-2021	
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	9538 - Tools - Hacksaw blade - single - nos	300.00	6.00	0.00	18.00	2,124.00
2	9537 - Tools - Hacksaw blade - double - nos	200.00	9.00	0.00	18.00	2,124.00
					Total Order Value . . .	**4,248.00**

Rupees : Four Thousand Two Hundred Fourty Eight Only.

Terms and Conditions :-

Specification / 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

Penality For Delay Nil

Transportation 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 Stock purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	24.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168530
Material required before date:		ID No.	64994

No	Description	Size	Quantity	Units	Inward No	Date
1	Dettol liquid		12	nos		
2	Air packets		25	nos		
3	Colin		20	nos		
4	Phinyle		40	nos		
5	Bombay broom	Big	50	nos		
6	Bubble can 75950	20 Ltrs	20	nos		
7	Gova ropes 75936		10	nos		
8	Hacksaw blade - double		200	nos		
9	Hacksaw blade - single 75949		300	nos		
10	Spirit level tape 75951	5 m	20	nos		
11	Coconut brooms		100	nos		
12	Bombay brooms	Small	300	nos		
13	Safety belt		10	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA	Approved by	
Sign.& Date	24.03.2021	Sign. & Date	

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

APPROVED BY
25 MAR 2021
SOHAM MODI
MANAGING DIRECTOR