## PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 31/8/21 | Prepared by: | P. Sneha |
| PO/WO no. | 79070 | PO / WO Date. | 27/7/21 |
| Supplier Name | Shubham Enterprises | PO/WO amount | 2,630/- |
| Firm/Company | Gv. Discovery Centu pvt ltd | Project | Synergy 119,191 |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | SE/21-22/1422 | 12/8/21 | 2,629/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2629/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | – | ☐ 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: | 2,629/- |
| Amount E – PO / WO value: | 2,630/- |
| 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 | 6/9/21 |

Remarks: Final bill -

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sneha | [signature] | | | | | |
| Date | 31/8/21 | 31/8/21 | | | | | |

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. : SE/21-22/1422 Date : 12-Aug-21
P.O. No. : 79070 // 13298 Date : 12-Aug-21
Reverse Charge (Y/N) : No
D.C. No. : Date :
State : Telangana State Code : 36
Vehicle No. : E-Way Bill No. :

Bill to Party : GV DISCOVERY CENTER PVT LTD
SOHAM MANSHION IIND FLOOR,
5-4-187 / 3&4, MG ROAD
SECUNDERABAD
State: Telangana(36)
GSTIN No.: 36AAHCG4940K1ZC

Ship to Party : GV DISCOVERY CENTER PVT LTD
SOHAM MANSHION IIND FLOOR,
5-4-187 / 3&4, MG ROAD
SECUNDERABAD
State: Telangana(36)
GSTIN No.: 36AAHCG4940K1ZC

| | DESCRIPTION | HSN CODE | QUANTITY | RATE Rs. Ps. | AMOUNT Rs. Ps. |
|---|---|---|---|---|---|
| 1 | 10 X 12 FOLDING BOX | 85381010 | 5.00 NOS. | 190.00 | 950.00 |
| 2 | ANCHOR 16A SWITCH SCOKET COMBINED | 85361010 | 6.00 NOS. | 123.00 | 738.00 |
| 3 | INSULATION TAPES | 85469090 | 60.00 NOS. | 9.00 | 540.00 |
| | | | | | 2,228.00 |
| | CGST TAX 9 % | | | | 200.52 |
| | SGST TAX 9% | | | | 200.52 |
| | ROUNDED | | | | (-)0.04 |

INWARD
Inward No: 724 Dt: 29/07/21
MRN No: 94515 Dt: 10.30
Received By:

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 83590
Date: 21/8
Sign:

Indian Rupees Two Thousand Six Hundred Twenty Nine Only **2,629.00**

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

79070
26.07.21 11:52:28 ...py

 27-07-2021 2:33:59 PM

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500003
G S T No. : 36AAHCG4940K1ZC

| **Supplier Details** | | | |
|---|---|---|---|
| ...hubham Enterprises<br>...2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003 | **Doc No** | 79070 | 13298 |
| | **Doc Date** | 27-07-2021 | |
| | **Quote No** | Nil | |
| 6656-8151.. | **Quote Date** | 24-06-2021 | |
| **GSTIN** 36AMRPG2711M1ZT | **SupplyType** | Supply | |
| 040-66318150/23468151 9849153774 | | | |

**Kind Attn : Viral.**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4669 - Electrical - other - Wooden box - 10 In x12 In - nos<br>*Decolam folding type* | 5.00 | 190.00 | 0.00 | 18.00 | 1,121.00 |
| 2 | 4638 - Electrical - other - Power plug - 16A - nos | 6.00 | 123.00 | 0.00 | 18.00 | 870.84 |
| 3 | 4585 - Electrical - other - Insulation tape - NA - nos | 60.00 | 9.00 | 0.00 | 18.00 | 637.20 |
| | **Total Order Value . . .** | | | | | **2,629.04** |

Rupees : Two Thousand Six Hundred Twenty Nine and Paise Four Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next day. |
| **Delivery Location** | 119, 191 Synergy Square 1<br>-<br>Phone. - |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for power supply along perimeter of site and power supply of machines construction purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

Accepted the above Terms And Conditions

For *G V Discovery Center Pvt Ltd* For ***Shubham Enterprises***

Authorised Signatory

Date : __/__/___

Name : __________ Name : __________

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# Requisition Form

| | | | |
|---|---|---|---|
| ...y Name: | G. V. Discovery Centre | Date: | 24.07.2021 |
| ...hase : | SYNERGY 119,191 | Time: | 11:00 Hrs |
| | | Req. No. | 13303 |
| ...erial required before date: | Urgent | ID No. | 67875 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Gang boxes | 9"x12" | 05 | NOS | | |
| 3 | Insulation tapes | std | 02 | boxes | | |
| 4 | Electrical surface boxes | 6 way | 06 | Nos | | |
| 5 | 79070 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Remarks: For site use purpose.

| | | | |
|---|---|---|---|
| Prepared By: | Vineetha reddy | Approved by | K.Narsing rao |
| Sign.& Date | 24.07.2021 | Sign. & Date | 24.07.2021 |

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