PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	1/9/21	Prepared by:	Hemendra
PO/WO no.	78821	PO / WO Date.	28/7/21
Supplier Name	Shubham Enterprises	PO/WO amount	3,894/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	194	1/9/21	3,894/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,894/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	194	1/9/21	95882	☐ 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:	3,894/-
Amount E – PO / WO value:	3,894/-
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	1/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED

04 SEP 2021

MINISH PARIKH

MANAGER-PROCUREMENT

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 : 36AELFS6374J1ZC

TAX INVOICE

Ph : (O) : 66318150
: 66568150
: 66568151

SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/194 Date : 1-Sep-21 P.O. No. : 78821 // 16883 Date : 27-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 :	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	82029990	300.00 NOS.	9.00	2,700.00
2	Haxa Blades Single	82029990	100.00 NOS.	6.00	600.00
					3,300.00
	CGST TAX 9 %				297.00
	SGST TAX 9%				297.00
					3,894.00

SUMMIT SALES LLP
IN WARD
No: 84093
Date: 3/9
Sign:
R.R. DIST.

INWARD	
Inward No: 6909	Dt: 2/9/21
MRN No: 95882	Dt: 2/9/21
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Indian Rupees Three Thousand Eight Hundred Ninety Four 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

 20-07-2021 3:43:47 PM

78821
16.07.21 4:16:35

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**	78821	168833
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	20-07-2021	
	Quote No	NIL	
GSTIN 36AMRPG2711M1ZT 6656-8151..	**Quote Date**	20-07-2021	
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	9537 - Tools - Hacksaw blade - double - nos	300.00	9.00	0.00	18.00	3,186.00
2	9538 - Tools - Hacksaw blade - single - nos	100.00	6.00	0.00	18.00	708.00
					Total Order Value . . .	**3,894.00**

Rupees : Three Thousand Eight Hundred Ninty 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	Within 4days.
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 items not confirming to qlty & specs. Above order for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 21/07/2021

Accepted the above Terms And Conditions
For *Shubham Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168833
Material required before date:		ID No.	67658

S. No	Description	Size	Quantity	Units	Inward No	Da
1	Recron 78813		800	Nos		
2	Gova Rope		10	Bundles		
3	GI Buckets		24	Nos		
4	Plastic Blue Sheet 78819	12x18	2160	sft		
5	Blue Sheet 78819	24x18	4320	sft		
6	Spade With Handle 78810		20	Nos		
7	Helmets Labour Female		50	Nos		
8	Helmets Staff & Visitors 78812		50	Nos		
9	Hacksaw Blade 78821	Double	300	Nos		
10	Hacksaw Blade 78821	Single	100	Nos		
11	Helmets Labour Male		200	Nos		
12	Safety Belt		30	Nos		

Remarks:For Stock maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	15-07-2021	Sign. & Date	

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

APPROVED BY
17 JUL 2021
SOHAM MODI
MANAGING DIRECTOR