M B E 22/11

## PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 22/11/2021 | Prepared by: | N. Shravya |
| PO/WO no. | 81495 | PO / WO Date. | 8/10/2021 |
| Supplier Name | Shubham Enterprises | PO/WO amount | 1,96,688/- |
| Firm/Company | Sumirhit sales up | Project | SSL Up |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1081 | 13/11 | 3,257/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 3,257/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | 99204 | ☑ 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: | 3,257/- |
| Amount E – PO / WO value: | 1,96,688/- |
| Amount F – Difference (A – E): GST-18% | -1,93,431/- |

| | |
|---|---|
| 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 | 29/11/2021 |
| Remarks: | Final Bill. |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Shravya | [signature] | | | | | |
| Date | 22/11/21 | 22/11 | | | | | |

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
: 66568151
: 29308151

# 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/21-22/1081 **Date :** 13-Nov-21 P.O. No. : 81495/169076 Date : 13-Nov-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**<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 8M METAL BOX | 85381010 | 60.00 NOS. | 46.00 | 2,760.00 |
| | | | | 2,760.00 |
| CGST TAX 9 % | | | | 248.40 |
| SGST TAX 9% | | | | 248.40 |
| ROUNDED | | | | 0.20 |
| | | | | 3,257.00 |

| INWARD | |
|---|---|
| Inward No: 17239 | Dt: 13.11.21 |
| MRN No: 99204 | Dt: 14/11/21 |
| Received By: | Sign: |
| SUMMIT SALES LLP | |

SUMMIT SALES LLP
IN WARD
No: 56828
Date: 15/11/21
Sign:
R.R. DIST.

Indian Rupees Three Thousand Two Hundred Fifty Seven 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**

SHUBHAM ENTERPRISES SEC'BAD

 11-10-2021 15:35:30

# Purchase Order

81495
05.10.21 5:01:58

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

**GSTIN** 36AMRPG2711M1ZT 6656-8151..
040-66318150/23468151 9849153774

| | | |
|---|---|---|
| **Doc No** | 81495 | 169076 |
| **Doc Date** | 08-10-2021 | |
| **Quote No** | NIL | |
| **Quote Date** | 05-10-2021 | |
| **SupplyType** | Supply | |

**Kind Attn : Viral.**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos | 900.00 | 126.87 | 26.10 | 18.00 | 99,569.86 |
| 2 | 4500 - Electrical - conducting - PVC bend - other - nos 1.5mm | 1,000.00 | 12.43 | 26.10 | 18.00 | 10,839.21 |
| 3 | 4546 - Electrical - other - Deep Box - 25mm - nos | 240.00 | 53.89 | 26.10 | 18.00 | 11,278.36 |
| 4 | 4564 - Electrical - other - Fan Box - 1 In - nos | 100.00 | 23.00 | 0.00 | 18.00 | 2,714.00 |
| 5 | 4617 - Electrical - other - Metal box - 8way - nos | 60.00 | 46.00 | 0.00 | 18.00 | 3,256.80 |
| 6 | 4616 - Electrical - other - Metal box - 6way - nos | 150.00 | 42.00 | 0.00 | 18.00 | 7,434.00 |
| 7 | 4778 - Electrical - conducting - PVC Pipe - 1 In x 1.2 mm - nos | 200.00 | 100.50 | 26.10 | 18.00 | 17,527.60 |
| 8 | 4585 - Electrical - other - Insulation tape - NA - nos | 500.00 | 9.00 | 0.00 | 18.00 | 5,310.00 |
| 9 | 4803 - Electrical - conducting - PVC Round Cover - 3 In - nos | 300.00 | 5.00 | 0.00 | 18.00 | 1,770.00 |
| 10 | 4553 - Electrical - other - Dummy - NA - nos | 20.00 | 75.00 | 0.00 | 18.00 | 1,770.00 |
| 11 | 3509 - Computers and Peripherals - Internet Cable - NA - mtrs | 610.00 | 20.50 | 0.00 | 18.00 | 14,755.90 |
| 12 | 4777 - Electrical - conducting - Junction Box - 25mm - nos | 600.00 | 39.11 | 26.10 | 18.00 | 20,462.82 |
| | | | | | **Total Order Value . . .** | **196,688.55** |

Rupees : One Lakh(s) Ninty Six Thousand Six Hundred Eighty Eight and Paise Fifty Five Only.

661
9/10 — 1,93,440/-

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of Sudhkhar brand |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | GST included in above price. |
| **Delivery Date** | Next day |
| **Delivery Location** | Summit Housing LLP |

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name :

Date : __/__/__

11-10-2021 15:35:30

# Purchase Order

Original / Office Copy / Purchase Div.Copy

Cherlapally,Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

| | |
|---|---|
| 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.Payment as per actual receipt of material. Order for stock replenishing purpose. |
| Completion Date | Nil |
| Measurment | Nil |
| Security | Nil |
| Remarks | Prices shall remain fixed(Subject to change in GST) for a period of 4 months. |

r *Summit Sales LLP*

orised Signatory

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 05-10-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| Supplier | | Req. No. | 169076 |
| Material required before date: | | ID No. | 70073 |

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Pipe | 1"1.5mm | 900 | Nos | | |
| 2 | Pipe | 1"1.2mm | 200 | Nos | | |
| 3 | Bends | 1.5mm | 1000 | Nos | | |
| 4 | Deep Box | 25mm | 240 | Nos | | |
| 5 | Junction Box | 25mm | 600 | Nos | | |
| 6 | Fan Box | 1" | 100 | Nos | | |
| 7 | Insulation Tapes | | 500 | Nos | | |
| 8 | Metal Box | 8way | 60 | Nos | | |
| 9 | Metal Box | 6way | 150 | Nos | | |
| 10 | Thermocol sheet | | 100 | Nos | | |
| 11 | PVC Round Covers | 3" | 300 | Nos | | |
| 12 | Dummy Pocket | | 20 | Nos | | |
| 13 | Cat 6 Cable-D link | 305mtrs | 2 | Bundles | | |
| Remarks:For Stock Replenishing Purpose | | | | | | |
| Prepared By | Bhavani | | | | | |
| Sign.& Date | 05-10-2021 | | Sign. & Date | | | |

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

APPROVED
11 OCT 2021
R. PRABHAKAR
Sr. MANAGER PURCHASE