PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/1/22	Prepared by	T.D. Nprenz	Serial no.	160[illegible]
Supplier name	Shubham Enterprises			HO inward no.	
Firm/Company	SOWA	Project	SOV I & II	HO received date	
PO/WO date	17/1/22	PO/WO No.	84591	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1953	17/1/22	7675-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,675-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102378	Proof of delivery matches MRN	☑ 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:	7,675-00
Amount E – PO / WO value:	7,675-00
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	31/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Nprenz	APPROVED			
Sign:	[signature]	22 JAN 2022			
Date	22/1/22	MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

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/21-22/1953 **Date :** 17-Jan-22 P.O. No. : 84591 // 191017 Date : 17-Jan-22

Reverse Charge (Y/N) : No D.C. No. : BY OWN Date : 17-Jan-22

State : Telangana State Code : 36 Vehicle No. : E-Way Bill No. :

Bill to Party :	Ship to Party :
SILVER OAK WELFARE ASSOCIATION HYDERABAD State: Telangana(36) GSTIN No.:	SILVER OAK WELFARE ASSOCIATION HYDERABAD State: Telangana(36) GSTIN No.:

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
1 L&T 250A TP MCCB	85369090	1.00 NOS.	6,504.00	6,504.00
				6,504.00
CGST TAX 9 %				585.36
SGST TAX 9%				585.36
ROUNDED				0.28
				7,675.00

INWARD WITH TIME:
Inward No: 188087 Dt: 17/1/22
MRN No: 62378 Dt: 18/1/22
Sign:
Received By:
SILVER OAK VILLAS LLP

SUMMIT SALES LLP
INWARD
No: 89878
Date: 20/01
Sign: L
R.R. DIST.

Indian Rupees Seven Thousand Six Hundred Seventy Five 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

84591
08.01.22 11:50:02

Page(s) 1 Of 1 18-01-2022 15:13:55

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
Shubham Enterprises	**Doc No**	84591	191017
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	17-01-2022	
	Quote No	NIL	
GSTIN 36AELFS6374J1ZC 6656-8151..	**Quote Date**	17-01-2022	
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	4760 - Electrical - other - MCCB - Other - nos *200Amps MCCB- DU250C*	1.00	6,504.00	0.00	18.00	7,674.72
	Total Order Value . . .					**7,674.72**

Rupees : Seven Thousand Six Hundred Seventy Four and Paise Seventy Two Only.

Terms and Conditions :-

Specification / Brand	Above item shall be of 'L & T' brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Silver Oak Villas I & II . Phone. .
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	6months
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa no-60 to 98 (one phase is not working) purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Silver Oak Welfare Association***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak welfare Association	Date:	17-01-2022
Site & Phase :	Silver Oak Villas I & II	Time:	13.00
Supplier		Req. No.	191017
Material required before date:	Very urgent	ID No.	72988

No	Description	Size	Quantity	Units	Inward No	Date
1	200 amps MCCB	DU250C	1	No's		
2						
3						
4						
5						
6	84591					
7						
8						
9						
10						

Remarks: -Urgently required for v.no 60 to 98 ,one phase is not working
Note: Photograph attached

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	17-01-2022	Sign. & Date	APPROVED 18 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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