

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/1/22	Prepared by	Sneha	Serial no.	002020
Supplier name	Shubham Enterprises			HO inward no.	
Firm/Company	SHUP	Project	SHUP	HO received date	
PO/WO date	18/1/22	PO/WO No.	84669	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SE/21-22/2112	28/1/22	2,124/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2,124/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	102908		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:				2,124/-	
Amount E – PO / WO value:				2,124/-	
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		7/2/22			
Remarks: final bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sneha				
Sign:	Sneha	31 JAN 2022			
Date	31/1/22				
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, Hyderabad, R.P. Road, Secunderabad-500 003. T.S.

E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/2112 Date : 28-Jan-22 P.O. No. : 84669/169372 Date : 28-Jan-22

Reverse Charge (Y/N) : No D.C. No. : BY MAIL Date : 28-Jan-22

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

Bill to Party : SUMMIT SALES LLP
5-4-187 / 3& 4, II ND FLOOR,
MG ROAD , SECUNDERABAD - 500003
SECUNDERABAD
State: Telangana(36)

GSTIN No.: 36ACQFS2044C1Z7

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

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	Ps.	Rs.	Ps.
1 XA-BLADE DOUBLE	82029990	200.00 NOS.		9.00	1,800.00	
					1,800.00	
					162.00	
					162.00	
CGST TAX 9 %						
SGST TAX 9%						
Indian Rupees Two Thousand One Hundred Twenty Four Only						2,124.00
Despatched Through :						
Destination :						



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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.

E.&O.E.

For SHUBHAM ENTERPRISES

4. Cheque return Charges Rs. 500/-

5. Bank Details : PUNJAB NATIONAL BANK, Account No. : 3631001600000013

IFS Code : PUNB0363100



Purchase Order

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20-01-2022 10:45:38 AM



84669

08.01.22 11:50:03

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 36AELFS6374J1ZC

6656-8151..

040-66318150/23468151

9849153774

Doc No	84669	169372
Doc Date	18-01-2022	
Quote No	NIL	
Quote Date	13-01-2022	
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	200.00	9.00	0.00	18.00	2,124.00
Total Order Value . . .					2,124.00

Rupees : Two Thousand One Hundred Twenty Four Only.

Terms and Conditions :-

Specification / 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
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty 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.Payment as per actual receipt of material. Order for stock replenishing 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 **Summit Sales LLP**

Authorised Signatory

Name : _____

21/01/2022

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	SSLLP	Date:	13.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169372
Material required before date:	10.01.2022	ID No.	73003

N o	Description	Size	Quantity	Units	Inward No	Date
1	PVC drums		15	Nos	84665	
2	Mastic pad-armour board	8'x4'	25	Nos	84666	
3	GI buckets		48	Nos		
4	Blue sheet	24x18	8640	Sft	84668	
5	Spade with handle		20	Nos	84667	
6	Hacksaw blade double		200	Box	84669	
7	Water bottles	1ltr	60	Nos	84670	

Remarks: For Stock Replenishing Purpose

Prepared By	N. Vanajakshi	Approved by	
Sign. & Date	13.01.2022	Sign. & Date	

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

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR