PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	26/2/22	Prepared by	Ramya	Serial no.	2506
Supplier name	Shubham Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15/2/22	PO/WO No.	85556	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SE/21-22/2603	25/2/22	4,248.00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,248.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104230	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:	4,248.00
Amount E – PO / WO value:	4,248.00
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	07/3/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	26/2/22				
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.

po - 85556.

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/21-22/2603 **Date :** 25-Feb-22
P.O. No. : 855556 // 169468 Date : 25-Feb-22
Reverse Charge (Y/N) : No
D.C. No. : BY TROLLEY Date : 25-Feb-22
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	400.00 NOS.	9.00	3,600.00
				3,600.00
CGST TAX 9 %				324.00
SGST TAX 9%				324.00
				4,248.00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91652 Date: 26/2 Sign: L

INWARD
Inward No: 17769 Dt: 25/2/22
MRN No: 104230 Dt: 26/2/22
Received By:
Sign: 8
SUMMIT SALES LLP

Indian Rupees Four Thousand Two Hundred Forty Eight 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

 19-02-2022 11:18:03 AM

85556
14.02.22 2:32:33

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**	85556	169468
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	15-02-2022	
	Quote No	NIL	
GSTIN 36AELFS6374J1ZC 6656-8151..	**Quote Date**	11-02-2022	
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	9537 - Tools - Hacksaw blade - double - nos	400.00	9.00	0.00	18.00	4,248.00
					Total Order Value . . .	**4,248.00**

Rupees : Four Thousand Two Hundred Fourty Eight 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
Penality 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 : 19/02/2022

Accepted the above Terms And Conditions
For ***Shubham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169468
Material required before date: 10.01.2022		ID No.	73785

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid		60	Nos		
2	Phinyl		20	Nos		
3	Harpic		40	Nos		
4	Lizol		48	Nos		
5	Dettol Handwash		48	Nos		
6	Vimbar 85472		24	Nos		
7	Surf		30	Nos		
8	Odonil		36	Nos		
9	Room freshner		24	Nos		
10	Dust bin		12	Nos		
11	Dust pan		12	Nos		
12	Broom with stick		20	Nos		
13	Mopping stick		40	Nos		
14	Bombay brooms	big	100	Nos		
15	GI buckets 85474		36	Nos		
16	Plastic bucket		20	Nos		
17	Blue sheet	18X24	10	Nos		
18	Hacksaw blade double 85556		400	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	11.02..2022	Sign. & Date	

APPROVED BY
12 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

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