

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                        |                                                                                     |                                                                                                                                                                 |             |                                                                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------|------------------|
| Date: 26/2/22                                                                                                                                                                                                                          |                                                                                     | Prepared by: Ranya                                                                                                                                              |             | Serial no. 2506                                                     |                  |
| Supplier name: Sheubham Enterprises                                                                                                                                                                                                    |                                                                                     |                                                                                                                                                                 |             | HO inward no.                                                       |                  |
| Firm/Company: SSCP                                                                                                                                                                                                                     |                                                                                     | Project: SSCP                                                                                                                                                   |             | 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    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.                                                                                                                                                                                                                                     |                                                                                     |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 3.                                                                                                                                                                                                                                     |                                                                                     |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 4.                                                                                                                                                                                                                                     |                                                                                     |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                         |                                                                                     |                                                                                                                                                                 |             | 4,248.00                                                            |                  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                                                                                     |                                                                                                                                                                 |             |                                                                     |                  |
| MRN nos.:                                                                                                                                                                                                                              | 104230                                                                              | Proof of delivery matches MRN                                                                                                                                   |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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                                                                                                                                                                                                        |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                                                                     |                  |
| Close PO / WO                                                                                                                                                                                                                          |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |             |                                                                     |                  |
| Payment – due date                                                                                                                                                                                                                     |                                                                                     | 07/3/22                                                                                                                                                         |             |                                                                     |                  |
| Remarks:                                                                                                                                                                                                                               |                                                                                     | final Bill                                                                                                                                                      |             |                                                                     |                  |
|                                                                                                                                                                                                                                        |                                                                                     |                                                                                                                                                                 |             |                                                                     |                  |
| Approved by                                                                                                                                                                                                                            | Purchase Officer                                                                    | Purchase Manager                                                                                                                                                | MD          | Accountant                                                          | Accounts Manager |
| Name:                                                                                                                                                                                                                                  | Ranya                                                                               |                                                                                                                                                                 |             |                                                                     |                  |
| Sign:                                                                                                                                                                                                                                  |  |                                                                                                                                                                 |             |                                                                     |                  |
| 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**

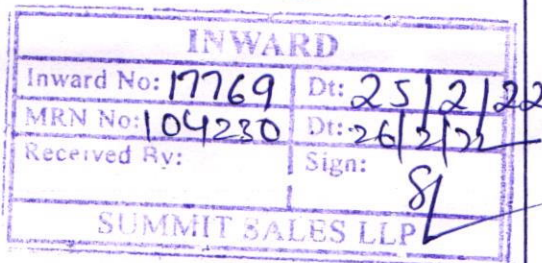
# 5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.  
E-mail : shubhamentp1999@yahoo.co.uk

**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 :** **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 | 400.00 NOS. ✓ |      | 9.00 | 3,600.00 |          |
|                     |          |               |      |      |          | 3,600.00 |
| CGST TAX 9 %        |          |               |      |      |          | 324.00   |
| SGST TAX 9 %        |          |               |      |      |          | 324.00   |
|                     |          |               |      |      |          | 4,248.00 |



Indian Rupees Four Thousand Two Hundred Forty Eight Only  
Despatched Through :  
Destination :

**SUDHAKAR**  
PIPES AND FITTINGS

**Honeywell**  
THE POWER OF CONNECTED

**norisys®**

**AKG**

**Bharat M.S. Pipes**

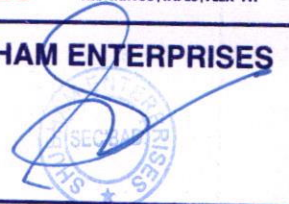
**HAVELLS**

**MODI'S**  
CASING 'N' CAPPING | CONDUIT PIPES  
TRUNKINGS | TAPES | FLEX FIT

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

Page(s) 1 Of 1

19-02-2022 11:18:03 AM

From Company : **Summit Sales LLP**  
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.  
G S T No. : 36ACQFS2044C1Z7



85556  
14.02.22 2:32:33

### 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

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 85556      | 169468 |
| <b>Doc Date</b>   | 15-02-2022 |        |
| <b>Quote No</b>   | NIL        |        |
| <b>Quote Date</b> | 11-02-2022 |        |
| <b>SupplyType</b> | 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 Sudhkhhar 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

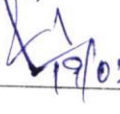
**Security** Nil

**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 :

  
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 Replenishing purpose

|              |              |              |  |
|--------------|--------------|--------------|--|
| Prepared By  | N.Vanajakshi | Approved by  |  |
| Sign. & Date | 11.02.2022   | Sign. & Date |  |

APPROVED BY  
12 FEB 2022  
SOHAM MOBI  
MANAGING DIRECTOR

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