

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 09/03/2022		Prepared by: MINISH.		Serial no. 2667																															
Supplier name: Shubham Enterprises		HO inward no.																																	
Firm/Company: SLLP		Project: SLLP		HO received date																															
PO/WO date: 21/02/2022		PO/WO No. 85754		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	2755	08/03/2022	7,434/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):			7,434/-																																
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos: 104671		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:				24,780/-																															
Amount E – PO / WO value:				24,780/-																															
Amount F – Difference (A – E):				17,346/-																															
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		14/03/2022																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:						Sign:						Date						Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
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Name:																																			
Sign:																																			
Date																																			
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.

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/21-22/2755 Date : 8-Mar-22 P.O. No. : 85754/169475 Date : 8-Mar-22

Reverse Charge (Y/N) : No D.C. No. : BY MAIL Date : 8-Mar-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 6M METAL BOX	853810	10 150.00 NOS	42.00		6,300.00	
					6,300.00	
					567.00	
					567.00	

SUDHAKAR
PIPES AND FITTINGS

Honeywell
THE POWER OF CONNECTED

norisys®



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

IFS Code : PUNB0363100



Purchase Order

Page(s) 1 Of 1

21-02-2022 13:05:07

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



85754

14.02.22 2:32:34

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	85754	169475
Doc Date	21-02-2022	
Quote No	NIL	
Quote Date	14-02-2022	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4616 - Electrical - other - Metal box - 6way - nos	500.00	42.00	0.00	18.00	24,780.00
Total Order Value . . .					24,780.00

Rupees : Twenty Four Thousand Seven Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand All items shall be of Sudhkar 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 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 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.

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	SE/21-22/2604	25/2/22	17,346.00
2.			
3.			
4.			
5.			

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	14.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169475
Material required before date:	10.01.2022	ID No.	73872

No.	Description	Size	Quantity	Units	Inward No	Date
1	Ct 6 cable	305mtrs	1	Bundle		
2	Al service wire	7/20	500	Mtrs		
3	Pipe	1"1.5mm	600	Nos		
4	Pipe	1"1.2mm	900	Nos		
5	Bends	1.5mm	1500	Nos		
6	Deep box	25mm	300	Nos		
7	Junction box	25mm	900	Nos		
8	Fan box	1"	50	Nos		
9	Insulation tapes		540	Nos		
10	Metal box	8	90	Nos		
11	Metal box	6	500	Nos	85754	
12	Metal box	2	100	Nos		
13	PVC Round covers	6"	200	Nos		
14	Flexible pipe	19mm	500	Nos		

Remarks: For Stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign. & Date	14.02.2022	Sign. & Date	

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

