PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/05/22	Prepared by	Vanajakshi	Serial no.	4377
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	Cresentia labs Pvt. Ltd.	Project	Gvone	HO received date	
PO/WO date	31/03/22	PO/WO No.	86925	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3	8/04/22	2,690/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,690/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 105910	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:	2,690/-
Amount E – PO / WO value:	2,690/-
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	30/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	24/05/22				
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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86925	PO date:	31.03.2022	Req. no.:	195004	Advice Scan ID	
MRN nos. related to PO							

☐	Part material received.
☑	Full material received.
☐	Material not received.
☐	Close PO – Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.

Remarks by engineer: Required quantity received from supplier .please close the po.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Mursalim Ansari		06.05.2022	V.Ramesh reddy		06.05.2022

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Bill Not Relived

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S.Sridhar	Sridhar	6/5/22			

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

SRI BALAJI ENTERPRISES

14-1-418, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana

Invoice No. 3	Date 08-04-2022
Place of supply 36-Telangana	PO date 31-03-2022
PO number 86925	Vehicle Number TS10UA-9758

Bill To

CRESCENTIA LABS PVT.LTD

5TH FLOOR SURYA TOWERS 5TH FLOOR S.P. ROAD SECUNDERABD

Contact No.: 9502277299

GSTIN Number: 36AADCB2608M1ZO

State: 36-Telangana

Ship To

G V ONE
PLOT NO.15-B,MN PARK PHASE 1
,SY NO. 230TO 243, TURKAPALLY
VILLAGE SHAMEERPET MANDAL MEDCHAL

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	AL ALDROP 8" MS PC WITH CERIS BOLT	8302	24	NOS	₹ 95.00	₹ 410.40 (18%)	₹ 2,690.40
	Total		**24**			**₹ 410.40**	**₹ 2,690.40**

Invoice Amount In Words

Two Thousand Six Hundred Ninety Rupees only

Amounts:

Sub Total	₹ 2,690.40
Round off	- ₹ 0.40
Total	**₹ 2,690.00**
Received	₹ 0.00
Balance	₹ 2,690.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 2,280.00	9%	₹ 205.20	9%	₹ 205.20	₹ 410.40
Total	**₹ 2,280.00**		**₹ 205.20**		**₹ 205.20**	**₹ 410.40**

Terms and conditions:

GOODS ONCE SOLD WILL NOT BE TAKEN BACK
SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: KIRAN DEVI JOSHI

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

9246364748

INWARD
Inward No: 1042 Date: 6-5-22
MRN No: 105910 Date: 6-5-22
Received By: Ansari Sign: Ansari
CRESCENTIA LABS PVT LTD

SRI BALAJI ENTERPRISES HYD

Purchase Order

 31-03-2022 12:09:48 PM

86925
16.03.22 2:13:38

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, :
Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details			
Sri Balaji Enterprises	**Doc No**	86925	195004
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	31-03-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	25-02-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2027 - Carpentry - hardware - Al Aldrop - 8 In - nos	24.00	95.00	0.00	18.00	2,690.40
					Total Order Value . . .	**2,690.40**

Rupees : Two Thousand Six Hundred Ninty and Paise Fourty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 5 days.
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone. .
Penality For Delay	Nil
Transportation	Extra.
Warranty	Doors one year replacement warranty for damage.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for GV one labour quarters work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Crescentia Labs Pvt Ltd***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	Cresentia Labs Pvt Ltd	Date:	25.02.2022
Site & Phase:	GV ONE	Time:	13:00
Supplier		Req. No.	195004
Material required before date:		ID No.	74195

No	Description	Size	Quantity	Units	Inward No	Date
1.	MS Pipe	40mm x 6m	13	No's		
2.	MS L-Angle	1 1/4"	24	No's		
3.	MS Aldrop	-	24	No's		
			86925			

Remarks: For GV ONE Site use purpose (Labour Qrts)

Prepared By	Md Mursalim Ansari	Approved by	V.Ramesh reddy
Sign. & Date	25.02.2022	Sign. & Date	25.02.2022

APPROVED
01 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE