

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		11/10/22	Prepared by	Prabhakar	Serial no.	9254
Supplier name		Sai Sai Rohith Marketing Company			HO inward no.	
Firm/Company		Grescentialabs	Project	kv-one	HO received date	
PO/WO date		20/9/22	PO/WO No.	92130	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached		
1.	124	23/09/22	21,206/-	<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):					21,206/-	
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.:	112102			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:					21,206/-	
Amount E – PO / WO value:					21,206/-	
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			17/10/22			
Remarks:						
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	
Name:		Prabhakar				
Sign:						
Date		11/10/2022				
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 weightment 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.

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/28		Prepared by:	
PO/WO no.		PO / WO Date.	
Supplier Name		PO/WO amount	
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1.			
2.			
3.			
4.			
5.			
6.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			
Sl. No.	DC No	DC. Date	MRN No.
1.			
2.			
DC matches MRN			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits : Hamali charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			
Amount E – PO / WO value:			
Amount F – Difference (A – E):			
Quantity received as per PO /WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)	
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)	
Excess / short material received		<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)	
Close PO / W?O		<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)	
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input type="checkbox"/> No	
Payment – due date			
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GST NO. : 36AMHPC9678H1ZM

TAX INVOICE

Original for Recipient
Duplicate for Supplest / Transport
Triplicate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All kinds of Aluminium Section Sheets, Glass, Plawood & Hardware Etc.,
Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula-Ali, Hyderabad-500040. (T.S) Mob. : 9866512288

INV. NO. **124** INVOICE DATE : **23/09/22**

TRANSPORTATION NAME :

DETAILS OF RECEIVER (BILLED TO)

VEHICLE NO. : **T.S10UA0143** L/R No.

M/S Crescentia Labs Pvt Ltd.
Plot No. 15-B, MN Park Phase-1, Sy no 2307
243, Turkapally village, Shamshpet Mandal,
Medchal, Malkajgiri

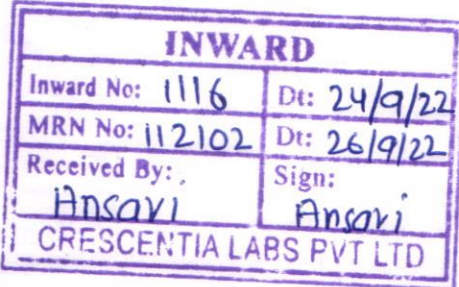
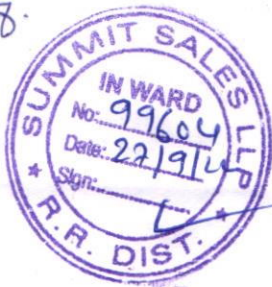
DATE & TIME OF SUPPLY.....

PLACE OF SUPPLY

DETAILS OF CONSIGNEE (SHIPPED TO)

Sita CV omc
Turkapally
STATE CODE : GSTIN NO. **Rono, 92130**

STATE CODE : GSTIN NO. **36AADCR2608M120**

S.No.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
①	4412	12mm Plywood → 10 sheet	28.8 SqM	624/-	17971.20
					
					
<p>M. madh. 7337528678.</p>					
TOTAL BEFORE TAX					17971.20
ADD : CGST					9% 1617.240
ADD : SGST					9% 1617.240
ADD : IGST					
TAX AMOUNT GST					
GRAND TOTAL					21206.20

**BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHITH MARKETING CO
A/C. No. 50200007478658 IFSC CODE : HDFC0000368**

Rupees in words :

Once goods will not be taken back
Interest @24% p.a. will be charged if payment not made within 15 days from the date of the Bill.
Subject to Secunderabad Jurisdiction only.
We are not Responsibility Cases sooner the goods leave our premises
E.O.F.,

For **SRI SAI ROHITH MARKETING CO**

Receiver Stamp & Signature

Authorised Signature

Purchase Order

Page(s) 1 Of 1

20-09-2022 17:38:15



92130

16.09.22 3:01:06

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		Doc No	92130	195069
Sri Sai Rohith Marketing Company		Doc Date	20-09-2022	
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.		Quote No	nil	
GSTIN 36AMHPC9678H1ZM		Quote Date	16-09-2022	
9866512288		SupplyType	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 520900 - HARD-Hardware - Plywood-- - 1200X2400X12mm - sqm 8x4=32 -3 sheets	28.80	624.00	0.00	18.00	21,206.02
Total Order Value . . .					21,206.02

Rupees : Twenty One Thousand Two Hundred Six and Paise Two Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 'Hardwood plywood.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Within 4days.**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.**Penalty For Delay** Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right items not confirming to qty & specs. Above order for south side retaining wall 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 **Crescentia Labs Pvt Ltd**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Sri Sai Rohith Marketing Company**

Name : _____

Date : ___/___/___

Requisition Form		Date:	16.09.22		
Company Name: Crescentia Labs pvt ltd		Time:	13:00		
Site & Phase : GV One		Req. No.	195069		
Unit No /Block No.		ID No.	79846		
Supplier:		Qty required	Qty available at site	Order Qty	Inward No
Material required before date:					Inward Date
S No	Item				
1	HARD5209-Hardware-Plywood--1200X2400X12MM-sqm <i>commercial ply 600x1800</i>	28.8	28.8		92130
2	HARD6904-Hardware-Green hose pipe--20MM-mtrs	100			
3	ELCD9184-Electrical-Thermocol sheet--600X1200X12 MM-Nos	20	92126		
4					
5					
6					
7					
8					
9					
10					
Remarks:	Material use for south side retaining wall (Compound wall)				
Engineer	Project Manager	Purchase	MD		
Prepared By:	Mursalim Ansari				
Approved By:	Subba Reddy				
Sign & Date:	<i>zll</i> 16/9/2022				

APPROVED
21 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

8x4=32 - 3 sheets - 28.8 - 624 + 18x