

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                        |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               |                                                                     |       |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------|---------------------------------------------------------------------|-------|-----------|
| Date:                                                                                                                                                                                                                                  |                                                                                                                                                                                         | 07/03/23          |           | Prepared by                                                                                                                                                     | Minish                        |               | Serial no.                                                          | 15473 |           |
| Supplier name                                                                                                                                                                                                                          |                                                                                                                                                                                         | Patel Enterprises |           |                                                                                                                                                                 |                               | HO inward no. |                                                                     |       |           |
| Firm/Company                                                                                                                                                                                                                           |                                                                                                                                                                                         | SSUP              |           | Project                                                                                                                                                         | SSUP stores@vsc               |               | HO received date                                                    |       |           |
| PO/WO date                                                                                                                                                                                                                             |                                                                                                                                                                                         | 03/02/23          |           | PO/WO No.                                                                                                                                                       | 20230201004                   |               | Scan ID.                                                            |       |           |
| Sl no.                                                                                                                                                                                                                                 | Bill no.                                                                                                                                                                                |                   | Bill date |                                                                                                                                                                 | Bill amount                   |               | Original attached                                                   |       |           |
| 1.                                                                                                                                                                                                                                     | 1282                                                                                                                                                                                    |                   | 07/02/23  |                                                                                                                                                                 | 1,59,498/-                    |               | <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):                                                                                                                                                                         |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               | 1,59,498/-                                                          |       |           |
| 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.:                                                                                                                                                                                                                              | 20230307003                                                                                                                                                                             |                   |           |                                                                                                                                                                 | 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:                                                                                                                                                                            |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               | 1,59,498/-                                                          |       |           |
| Amount E – PO / WO value:                                                                                                                                                                                                              |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               | 1,59,498/-                                                          |       |           |
| 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                                                                                                                                                                                                                     |                                                                                                                                                                                         |                   |           | 13/03/23                                                                                                                                                        |                               |               |                                                                     |       |           |
| Remarks: final Bill 100% Advance Paid.                                                                                                                                                                                                 |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               |                                                                     |       |           |
| Approved by                                                                                                                                                                                                                            | Purchase Officer                                                                                                                                                                        | Purchase Manager  | M D       |                                                                                                                                                                 | Accountant                    |               | Accounts Manager                                                    |       |           |
| Name:                                                                                                                                                                                                                                  | <div style="border: 2px solid blue; padding: 5px; text-align: center;"> <b>APPROVED</b><br/><br/> <b>07 MAR 2023</b><br/><br/> <b>MINISH PARIKH</b><br/> <b>MANAGER PURCHASE</b> </div> |                   |           |                                                                                                                                                                 |                               |               |                                                                     |       |           |
| Sign:                                                                                                                                                                                                                                  |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               |                                                                     |       |           |
| Date                                                                                                                                                                                                                                   |                                                                                                                                                                                         |                   |           |                                                                                                                                                                 |                               |               |                                                                     |       |           |
| Approval limit                                                                                                                                                                                                                         |                                                                                                                                                                                         |                   | Upto 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.



## Original

Delivery Location: SLLP Stores @ VSC

| SN.No. | Item Name                      | Qty    | Rate   | Dis% | Taxable Amount | GST%  |       |                         |          | Amount   |          |          |
|--------|--------------------------------|--------|--------|------|----------------|-------|-------|-------------------------|----------|----------|----------|----------|
|        |                                |        |        |      |                | IGST% | CGST% | SGST%                   | IGST AMT | CGST AMT | SGST AMT |          |
| 1      | CENT9218-Cement-PPC---50kg-Bag | 550.00 | 226.56 | 0%   | 1,24,608       | 0%    | 14%   | 14%                     | 0        | 17,445   | 17,445   | 1,59,498 |
|        |                                |        |        |      |                |       |       | <b>Total Amount ...</b> | 0        | 17,445   | 17,445   | 1,59,498 |

Punees in words : One Lakh Fifty Nine Thousands Four Hundred And Ninety Eight .two Four PaiseOnly.

Purchase Order

Original

Cement brand : Anjani Gold  
Cement Hamali charges : Loading included. Unloading extra @ Rs.5/- per bag.  
Cement quantity Payment shall be made on quantity delivered at site  
Cement payment terms: 100% advance payment.  
Tax : Inclusive of GST and all other taxes.  
Delivery Date : Within 1 days of PO  
Delivery Location : As per details given above  
Transportation Cost : Included.  
Bill submission: Vendor Shall submit proof of delivery+originak invoice at head office of purchaser  
Remarks : Delivery at GVRC Turkapally Contact Person Mr Madhu-9502211499.

|                      |                                         |
|----------------------|-----------------------------------------|
| For Summit Sales LLP | Accepted the above Terms And Conditions |
| Authorised Signatory | For                                     |
| Name :-              | Date :-                                 |
| Sign:-               |                                         |
| Date :-              |                                         |

**APPROVED**

**04 FEB 2023**

MINISH PARIKH  
MANAGER PROCUREMENT

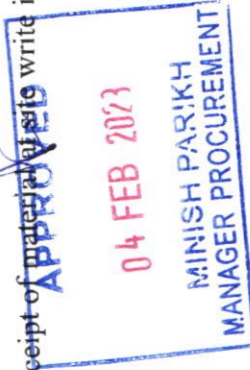
# Requisition Form

|                               |                    |         |             |
|-------------------------------|--------------------|---------|-------------|
| Company Name                  | Summit Sales LLP   | Date    | 03 Feb 2023 |
| Site Or Phase                 | SSLLP Stores @ VSC | Time    | 12:14:40    |
| Flat/Villa/Other              | Other              | Req.No. | 212517      |
| Material required before date |                    | ID No   | 20230203003 |

| S.No | Description                    | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|------|--------------------------------|--------------|-----------------------|-----------|-----------|-----------|------|
| 1    | CEMT9218-Cement-PPC---50kg-Bag | 550.00       | 1,600                 | 550.00    | 315.00    |           |      |

|                              |               |
|------------------------------|---------------|
| Remarks:                     |               |
| Prepared By :- Minish Parikh | Approved By:- |
| Sign:-                       | Sign:-        |
| Date :- 03 Feb 2023          | Date:-        |

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



PN : 36AKJPP6623M1ZL

Shri Ganeshaya Narmaha  
Delivery Challan / Invoice

Cell : 9391003261, 8886195195  
8885195195, OPI : 040-65949511

# PATEL ENTERPRISES

# 3-6-369/1, S.No. 302, Sanathana Ecstasy,  
Street No. 1, Himayathnagar, Hyderabad - 29.

Distributors in : Major Brands of Cement Since 25 years

Dealers In : ANJANI GOLD, RAMCO, JAYPEE, BIRLA SHAKTI,  
SUNA, CHETTINAD, PANYAM CEMENT AND OTHER ALL BRANDS

M/s. Supremat Sales LLP. U.K.

Turkapaty - 9502211499 (Madhu)

Phn. 20230203004

Dealers TIN No.

No. 1668 Date 06/02/2023

## PARTICULARS

Total Amount

Unit Price

Qty.

159500/-

290

550 No

PN No. AP394-1488

TOTAL

550 No

159500/-

For PATEL ENTERPRISES

|                                         |                  |
|-----------------------------------------|------------------|
| INWARD                                  |                  |
| Inward No: 1184                         | Dt: 6/2/23       |
| MRN No:                                 | Dt:              |
| Received By:                            | Sign:            |
| <u>D. Palkar</u>                        | <u>D. Palkar</u> |
| Genome Valley Research Center Pvt. Ltd. |                  |

MRN 20230307003

Anjani PCC  
Bag

Receiver's Signature