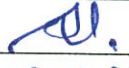


PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:		09/03/23		Prepared by	V. RAVI	Serial no.	14710	
Supplier name		Sri Balaji Marketing Associates			HO inward no.			
Firm/Company		S.S.L.P		Project	SHELL	HO received date		
PO/WO date		19.09.22		PO/WO No.	20220919W	Scan ID.		
Sl no.	Bill no.	Bill date	Bill amount	Original attached				
1.	2152	19.09.22	150,000.00	<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):						150,000.00		
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.:	Inwd no: 1658 dtd 19/9/22				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:						150,000.00		
Amount E – PO / WO value:						150,000.00		
Amount F – Difference (A – E):						NIL		
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				nil				
Remarks: 100% Advance Paid & Original Bill misplaced so through certified true copy we are processing now.								
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager			
Name:		V. RAVI						
Sign:								
Date		09.03.23						
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.



Form for closure of purchase order

PO NO: 20220919001

Data received from site/engineers:					
PO no.:	20220919001	PO date:	19/09/22	Req. no.:	196208
MRN nos. related to PO		Advice Scan ID			
<input type="checkbox"/>	Part material received.				
<input checked="" type="checkbox"/>	Full material received.				
<input type="checkbox"/>	Material not received.				
<input type="checkbox"/>	Close PO - Balance material will be re-ordered by new requisition.				
<input type="checkbox"/>	Cancel PO. Material not required.				
<input type="checkbox"/>	Cancel PO. Material will be re-ordered by new requisition.				
<input type="checkbox"/>	Keep PO open. Material required.				
<input type="checkbox"/>	Keep PO open. Work under progress.				
Remarks by engineer:					
Full material received & Inward no: 1658 dtd 19/09/22.					
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
P. Nirmalika	P.N	21/02/23	[Signature]	[Signature]	21/02/23
Data required from accounts:					
<input type="checkbox"/>	Checked with E&D for receipt of bills.				
<input checked="" type="checkbox"/>	Bills not received against this PO.				
<input type="checkbox"/>	Part bill received against this PO.	Bill nos.			
<input type="checkbox"/>	All bills received against this PO.				
<input checked="" type="checkbox"/>	Advance paid against this PO.	Amount paid	1,50,000/-		
Remarks by Accountants: 100% Adv					
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
D. Jyoti	[Signature]	21/2/23	[Signature]	[Signature]	
Advice by HO - action to be taken by purchase:					
<input checked="" type="checkbox"/>	Get certified bill from supplier (not original).				
<input type="checkbox"/>	Prepare bill in SLLP for material supplied.				
<input type="checkbox"/>	Get proof of delivery from site.				
<input type="checkbox"/>	Barcoded PO missing - get certified copy from Accounts.				
<input checked="" type="checkbox"/>	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/>	Keep PO open. Material awaited		
<input type="checkbox"/>	Send barcoded PO to MDs desk. PO to be closed thereafter.				
<input type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
<input type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
<input type="checkbox"/>	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.				
<input type="checkbox"/>	E&D to check receipt of bill and enter comments below.				
<input type="checkbox"/>	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by	Sign	Date			

w

**APPROVED BY**  
- 9 MAR 2023  
SOHAM MODI  
MANAGING DIRECTOR

Purchase Order

Office Copy(For HO)

From Company:	Summit Sales LLP 5-4-187/3&4, IInd Floor:Soham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location: SSSLP Stores @ VSC
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Supplier Details		PO No	20220919001	Quote No	NIL
Sri Balaji Marketing Associates Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad Hyderabad,TG, GSTIN:36ACPPC4261Q1Z3 Gganshyam,9246524365 sbma233@gmail.com		PO Date	19 Sep 2022	Quote Date	19 Sep 2022
		Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount		
						IGST%	CGST%	SGST%	IGST AMT		CGST AMT	SGST AMT
1	CEMT9218-Cement-PPC---50kg-Bag	500.00	234.37	0%	1,17,188	0%	14%	14%	0	16,406	16,406	1,50,000
<b>Total Amount ...</b>						0	14%	14%	0	16,406	16,406	1,50,000

Rupees in words : One Lakh Fifty Thousands Only.

Terms and Conditions:-

- Cement brand : Parasakhti
- 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 2 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

Purchase Order

Office Copy(For HO)

Remarks : Delivery at GVDC Turkapally Contact Person Mr Subba Reddy-7674808777.

For Summit Sales LLP

Authorised Signatory

Name :-

Sign:-

Date :-

Accepted the above Terms And Conditions  
For

Date :-

TAX INVOICE

Email : sbma233@gmail.com  
 Phone : 040 66784365  
 Cell No. : 09246524365

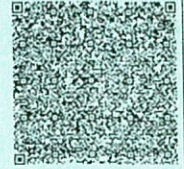
**SRI BALAJI MARKETING ASSOCIATES**

DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO Cements  
 SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

**GSTIN : 36ACPPC4261Q1Z3**

IRN : d6c51a79632d134cdc3f9fd81b7619c5f283cc7f00cf710d7594b2d112e6-d64d

Ack No. : 112214050211860  
 Ack Date: 19-Sep-22



<b>Billing Address</b>	<b>Shipping Address</b>	<b>Invoice No. : 2152</b>
<b>Name : SUMMIT SALES LLP</b>	<b>Name : SUMMIT SALES LLP</b>	<b>Date : 19-Sep-22</b>
<b>Address: 5-4-187/34, MG ROAD, SECUNDERABAD</b>	<b>Address: GVDC SITE TURKAPALLY, SHAMIRPET ROAD MR SUBBAREDDY PH 7674808777</b>	<b>P.O No. : 20220919001</b>
<b>GSTIN: 36ACQFS2044C1Z7</b>	<b>GSTIN : 36ACQFS2044C1Z7</b>	<b>P.O Date : 19-Sep-22</b>
<b>PAN No.:</b>		<b>Truck No. : AP23Y3385</b>
<b>Phone :</b>		<b>EwayBill No : 161528880380</b>

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti PPC	25232930	500.00	300.01	1,17,190.00	16,406.60	16,406.60	

**TOTAL** 500.00 1,17,190.00

CGST Amount : 16,406.60	IGST Amount :	Total Taxable Amount	1,17,190.00
SGST Amount : 16,406.60		CGST 14%	16,406.60
		SGST 14%	16,406.60
		Round Off	(-)3.20
		<b>Grand Total</b>	<b>1,50,000.00</b>

Value In Rs. : INR One Lakh Fifty Thousand Only .

<b>Bank : HDFC BANK LTD</b>	<b>Bank : ♦ Not Applicable</b>
<b>Branch Name : RTC X Roads</b>	<b>Branch Name :</b>
<b>Account No : 50200050652389</b>	<b>Account No :</b>
<b>IFS Code : HDFC0000472</b>	<b>IFS Code :</b>

For SRI BALAJI MARKETING ASSOCIATES

**"TRUE COPY"**



Authorised Signatory

Terms & Conditions :

**CERTIFICATE : Certified that the particulars given above are true correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly from the buyer .**

TAX INVOICE

Email: sbrn20@gmail.com  
Phone: 040 66764365  
Cell No: 08246524365

**SRI BALAJI MARKETING ASSOCIATES**

DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO CEMENTS  
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : d6c51a79632d134cdc39fd01b7619c5f283cc7f00cf710d7594b2d112a6-d64d

Ack No.: 112214950211860  
Ack Date: 19-Sep-22

<b>Billing Address</b>		<b>Shipping Address</b>		<b>Invoice No. : 2152</b>	
Name : <b>SUMMIT SALES LLP</b>		Name : <b>SUMMIT SALES LLP</b>		Date : 19-Sep-22	
Address: 5-4-187/34, MG ROAD, SECUNDERABAD		Address: GVDC SITE		P.O No. : 20220919001	
GSTIN: 36ACQFS2044C1Z7		TURKAPALLY, SHAMIRPET ROAD		P.O Date : 19-Sep-22	
PAN No.:		MR SUBBAREDDY PH		Truck No. : AP23Y3385	
Phone:		7674808777		EwayBill No : 161528980380	
		GSTIN : 36ACQFS2044C1Z7			

SI No.	Descriptions of Goods	HSN	Qty	Rate incl. Tax	Taxable Amount	CGST 14%	SGST 14%	IGST 28%
1	Parasakti PPC	25232930	500.00	300.01	1,17,190.00	16,406.60	16,406.60	
<b>TOTAL</b>				500.00	1,17,190.00			

CGST Amount : 16,406.60	IGST Amount :	Total Taxable Amount	1,17,190.00
SGST Amount : 16,406.60		CGST 14%	16,406.60
		SGST 14%	16,406.60
		Round Off	(-).3.20
		<b>Grand Total</b>	<b>1,50,000.00</b>

Value in Rs. : INR One Lakh Fifty Thousand Only .

Bank : HDFC BANK LTD      Bank : SBI (Ashoknagar Branch)  
Branch Name : RTC X Roads      Branch Name : Ashoknagar, Hyderabad  
Account No : 50200050652389      Account No : 35706838384  
IFS Code : HDFC0000472      IFS Code : SBIN0011658

INWARD  
1658 19/9/22  
20221221002 21/10/22  
For SRI BALAJI MARKETING ASSOCIATES  
nizam      [Signature]  
Authorized Signatory

Terms & Conditions:

**CERTIFICATE :** Certified that the particulars given above are true correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly from the buyer .

Bill no. SED .  
21/123

GENERAL MATERIAL

INWARD REGISTER

62

Inward No	Date	Time	Supplier	Item Category	Item Desc	Item Size
1653	17.09	11.54	Extroad Rohabosm	① Diesel		
1654	12.09		Sold By KK World Inform PVT LTD	① CG Gasom		
1655	14.02		Shree Dharmakshmi Sambhooy	① Fimyle ② Guttering wheel	11x26 4"	
1656	19.09	10.04	SL K MC Plant	① K MC 9152/9166	M.35	
1657	"	12.20	SL K MC Plant	① K MC 9165/	M.35	
1658	15.03		Summit Sales 11P	① PPC Cement (9001)	50kg	
1659	20.09	9.53	Shree Dharmakshmi Sambhooy	① Acid ② Guttering wheel	11x26 4"	
1660	"	10.24	KK Super Market	① Water Bottle ② Fantasy		
1661	"	10.50	M.F. Power Tools	① Drilling machine ② Ropsyar		
1662	"	9.48	SL K MC Plant	① K MC 9209/9214	M.35	
1663	"	12.11	SL K MC Plant	① K MC 9215/9216	M.35	
1664	"	14.35	SL K MC Plant	① K MC 9217/9218	M.35	

Quantity	Units	D.C.No	P.O. No	Vehicle No	Delivered by	Received by	Engineer's Signature
1000	Ropes	-		By Bike	Rajesh	11/12/09	
02	nlos			By Bike	losion	11/13/09	
02	nlos			By Bike	Rajesh	11/13/09	
05	nlos						
09	Gubs	A.508		TS0806 91652	Party	"	
07	"	A.514		TS0806 A742	"	"	
500	Bag		2022001 6005	TS0806 91102	Party	11/13/09	
01	nlo			By Bike	Rajesh	"	
10	nlos			"	"	"	
03	PKT						
01	nlo			By Bike	Sai	11/13/09	
07	Gubs	A.522		TS0806 91859	Party	11/13/09	
07	"	A.525		TS0806 91651	"	"	
07	"	A.530		TS0806 91859	"	"	

Purchase Order

Original

From Company: Summit Sales LLP  
 5-4-187/3&4, IInd Floor Soham Mansion M.G.Road  
 Secunderabad, TELANGANA, 500003  
 GSTNO:36ACQFS2044C1Z7

Delivery Location: NA

Supplier Details  
 Sri Balaji Marketing Associates  
 Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad  
 Hyderabad, TG,  
 GSTIN:36ACPPC4261Q1Z3  
 Gganshyam,9246524365  
 sbma233@gmail.com

PO No: 20220919001  
 PO Date: 19 Sep 2022  
 Quote No: NIL  
 Quote Date: 19 Sep 2022

Supply Type: Purchase Order  
 Amount: 170413 / 81488

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount		
						IGST%	CGST%	SGST%	IGST AMT			
1	CEMT9218-Cement-PPC---50kg-Bag	500	234.37	0%	1,17,188	0%	14%	14%	0.00	16,406.25	16,406.25	1,50,000.00
<b>Total Amount ..</b>						0.00	16,406.25	16,406.25	0.00	16,406.25	16,406.25	1,50,000.00

Rupees in words : One Lakh Fifty Thousands Only.

Terms and Conditions:-

- Cement brand : Parasakhti
- 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 2 days of PO
- Delivery Location : As per details given above
- Transportation Cost : Included.

Bill submission: APPROVED Shall submit proof of delivery original invoice at head office of purchaser

**APPROVED**  
 19 SEP 2022  
 MINISH PARIKH  
 MANAGER PROCUREMENT

- High Value/quantity beyond limita.
- Po/Req. processed-post approval.
- Approval for technical details/clarification.
- Replenishing SLLP stock



Purchase Order

Original

Remarks : Delivery at GVDC Turkapally Contact Person Mr Subba Reddy-7674808777.

For Summit Sales LLP	Accepted the above Terms And Conditions For Sri Balaji Marketing Associates
Authorised Signatory	
Name :-	
Sign:-	
Date :-	

**APPROVED**

**19 SEP 2022**

**MINISH PAR'IKH**  
**MANAGER PROCUREMENT**

**Requisition Form**

Company Name	Summit Sales LLP	Date	19 Sep 2022
Site Or Phase	NA	Time	
Flat/Villa/Other	Other	Req.No.	196208
Material required before date		ID No	20220919001

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	500	0	500	315.00		

Remarks: Site use purpose

Prepared By :- Minish Parikh

Sign:-

Date :- 19 Sep 2022

234/375  
Approved By:-  
Sign:-  
Date:-

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

**APPROVED**  
**19 SEP 2022**  
**MINISH PARIKH**  
**MANAGER PROCUREMENT**