PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/03/23	Prepared by	V. RAVI	Serial no.	14714
Supplier name	Pranav Agencies.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	09/08/22	PO/WO No.	90855	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1070	31/01/23	150,003-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	150,003-00

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	Inwd No: 1599 & 1600.	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:	150,003-00
Amount E – PO / WO value:	150,000-00
Amount F – Difference (A – E):	3-00
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	NIL

Remarks: 100% Advance paid & Original Invoice on way So through Certified True copy we are Processing now.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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 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.

ODI PROPERTIES PVT. LTD. INWARD No. 9837 Date 9/3/ Sign SEC'BAD

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	90855	PO date:	09/8/22	Req. no.:	170081	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:

Full material received

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.Nihasika	P.Nihasika	21/02/23	21/2/2023		21/02/23

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	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
		27/2/23			

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
- 9 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original · Office Copy · Purchase Div.Copy

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

Supplier Details			
PRANAV AGENCIES	Doc No	90855	170081
311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003	Doc Date	09-08-2022	
	Quote No	NIL	
GSTIN 36agkpk7722p1zq	Quote Date	09-08-2022	
9989210123	SupplyType	Supply	

Kind Attn : Mr. Kalpesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	921800 - CEME-Cement - PPC-- - 50kg - Bags	500.00	234.38	0.00	28.00	150,000.00
			Total Order Value . . .			150,000.00

Rupees : One Lakh(s) Fifty Thousand Only.

Terms and Conditions :-

Specification / All items shall be of ___ brand/company

Payment Terms 100% as advance.

Tax All taxes included in above price.

Delivery Date All materials must be delivered within 02 days.

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay 5% penalty for delay in delivery beyond due date.

Transportation Included in the above price.

Warranty Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Name : ____________ Name ____________ Date : __/__/____

	30.08				1									
1599,	(24.08)	16.38	Summit Sales		① PPC	Cement	50Kg	90	Bag		90869	TS08UJ	Party	Nigam
			IIP									0225		
	30.8.													
1600,	(28.08)	8.44	Summit Sales		① PPC	Cement	50Kg	410	Bag			TS08UJ	Party	Nigam

Tax Invoice

(ORIGINAL FOR RECIPIENT)

PRANAV AGENCIES # 15, 2-1-150, 1st Floor, H.M.Ishaque Estate, M.G.Road SECUNDERABAD - 500 003. GSTIN/UIN: 36AGKPK7722P1ZQ State Name : Telangana, Code : 36 E-Mail : kalpesh218@gmail.com	Invoice No. e-Way Bill No. **1070**	Dated **31-Jan-2023**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Summit Sales LLP** 5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **90855**	Dated **9-Aug-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **Turkapally**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**	25232930	**500 BAGS**	234.38	BAGS	**1,17,190.00**
	CGST					**16,406.60**
	SGST					**16,406.60**
	Less : ***ROUND OFF***					**(-)0.20**
	Total		**500 BAGS**			**₹ 1,50,003.00**

Amount Chargeable (in words) *E. & O.E*

INR One Lakh Fifty Thousand Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
25232930	1,17,190.00	14%	16,406.60	14%	16,406.60	32,813.20
Total	**1,17,190.00**		**16,406.60**		**16,406.60**	**32,813.20**

Tax Amount (in words) : **INR Thirty Two Thousand Eight Hundred Thirteen and Twenty paise Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No	Delivered by	Received by	Engineer Signature
1594	30.08	16.00	Silver Oak Villas	① Jobbwork Book ② Brown Gloves			01 30	no Nos	6809		TS10UA 0143	Narender	nizam	
1595.	"	"	Summit Sales llP	① Door mats			06	Nos	21765	91353 196188	"	"	"	
1596.	"	"	Summit Sales llP	① Key Chain Ring ② File Folder			30 100	Nos Nos	21772	91216 196183	"	"	"	
1597	"	"	Summit Sales llP	① USB Drive Sandisk		32GB	02	Nos.	21771	91389 196188	"	"	"	
1598	"	"	Summit Sales llP	① SS Hinges ② Cylindrical Lock			01 01	no no	21770	91388 196187	TS10UA 0143	Narender	nizam	
1599	30.08 (24.08)	16.38	Summit Sales llP	① PPC Cement		50Kg	90	Bag		90869	TS08UJ 0225	Party	nizam	
1600,	30.08 (28.08)	8.44	Summit Sales llP	① PPC Cement		50Kg	410	Bag		"	TS08UJ 4545	Party	nizam	
1601	02.09	07.46	RDC Concrete	① Read Mix Concrete 8783/8788		m.25	5.5	Cubs			TS08UF 3927	Party	nizam	
1602,	03.09	10.10	Summit Sales llP	① RCC Spacers			1000	Nos	21806	91214 196198	TS10UA 0143	Narender	nizam	
1603	"	"	Local Purchase	① ACP Sheet		3mm	01	no	109		TS10UA 0143	Narender	nizam	
1604	4.09	9.55	SLRMC Plant	① RMC 8829/8830		m.35	07	Cubs	4286		TS08UE 4742	Party	"	
1605	"	8.59	SLRMC Plant	① RMC 8829/8832		m.35	07	"	4287		TS08E 7860	"	"	

Purchase Order

Page(s) 1 Of 1 09-08-2022 1:44:01 PM Origi

90855
29.07.22 12:09:36

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

Supplier Details		
PRANAV AGENCIES 311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003 9989210123	**Doc No**	90855 / 170081
	Doc Date	09-08-2022
	Quote No	NIL
	Quote Date	09-08-2022
	SupplyType	Supply

Kind Attn : Mr. Kalpesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
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					Total Order Value . . .	**150,000.00**

Rupees : One Lakh(s) Fifty Thousand Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	100% as advance.
Tax	All taxes included in above price.
Delivery Date	All materials must be delivered within 02 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs.1,50,000/- Dt-15/08/22.
Other Terms	Hammali charges for unloading extra @ Rs. 5/- per Bag.Above material for GVDC purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at GVDC-Turkapally Contact Person Mr Subba Reddy-7674808777.

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
10 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

Matrl deliv bal
awaiting

2
22/09

For ***Summit Sales LLP***

Authorised Signatory

Name : 09/08/22

Contact . .

Name : ______

Accepted the above Terms And Conditions

For ***PRANAV AGENCIES***

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	09.08.2022			
Site & Phase :	SHLLP	Time:				
Flat/Block no.						
Supplier:		Req. No.	170081			
Material required before date:		ID No.	78747			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CEME9218-Cement-PPC---50kg-Bags	500		500	234/375.	
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For GVDC purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

PO/90855

APPROVED BY
10 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
09 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT