PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	09/03/23	Prepared by	V. RAVI	Serial no.	15637
Supplier name	Pranav Agencies			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	12.07.22	PO/WO No.	89931	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1025	15/7/22	106,749-00	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	106,749-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inwd No: 12813	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:	106,749-00
Amount E – PO / WO value:	106,749-44
Amount F – Difference (A – E):	0.44
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	100 % Advance paid

Remarks: Final bill & close this PO and origunal Invoice missing so through certified True copy we are processing Now.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		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.

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD No. 8539
Date 9/3/23
Sign

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	89931	PO date:	12/07/22	Req. no.:	169978	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:

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
D.Devi	D.Devi	22/02/23	A.Suresh	[signature]	22/02/23

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	1,06,750/-

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.Lary	[signature]	7/3/23			

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

 21-02-2023 16:05:28

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
311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003

GSTIN 36agkpk7722p1zq

9989210123

Doc No	89931	169978
Doc Date	12-07-2022	
Quote No	NIL	
Quote Date	12-07-2022	
SupplyType	Supply	

Kind Attn : Mr. Kalpesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3002 - Cement - PPC - 50kgs - bags	350.00	238.28	0.00	28.00	106,749.44
					Total Order Value . . .	**106,749.44**

Rupees : One Lakh(s) Six Thousand Seven Hundred Fourty Nine and Paise Fourty Four Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% as advance
Tax	Included in the above price
Delivery Date	Immediate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	NIL
Transportation	Included in the above price.
Warranty	NIL
Advance Paid	Rs 1,06,750/-Cheque Dt--18/07/22.
Other Terms	We reserve the right to reject the item not conforming to the Quality and specs. Hamali charges extra Rs. 5/- per bag.Above order for GHT purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at Kowkur Contact Person Mr Suresh-9502232100.

INWARD
Inward No: 12813 Dt: 14/07/23.
MRN No: Dt:
Received By. Sign:
MEHTA & MODI REALTY KOWKUR LLP

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***PRANAV AGENCIES***

Name : ____________

Name : ____________

Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

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's Signature
12812	14/07/22	13:43	Summit sales LLP	1)	Vetrified Tiles (Taighs)	2'x2'	135	Boxes	4736	89336	AP23X 4931	Bikshu Pati		
				2)	Marbo Opera Beige		70	Boxes						
									NO DC					
12813	14/07/22	15:14		1)	Cement		350	Bags		89933	AP23W 1092	supplair		
12814	14/07/22	16:16	Bhagwati electricals	1)	Latikrete		2	Bags			By Bike			
12815	14/07/22	17:45	Summit sales LLP	1)	Notice Board		01	NO'S	21059	89920	TS10UB 3123	Madhu		
12816	14/07/22	17:45	"	1)	Panel doors	38"x80"	4	NO'S	21060	89186	TS10UB 3123	Madhu		
				2)	SS Mortise Lock		6	"						
				3)	door Stopper		6	"						
12817	15/07/22	11:30	Indubala Carriers Bharat	1)	Diesel		51.11	Ltrs	S9151		TS10UB 3123	Madhu		
12818	15/07/22	12:38	Bhagwati electricals	1)	RoP Putti		2	Bags			By Bike	Lachit		
				2)	Foame Bord		2	NO'S						
12819	15/07/22	14:27	Siddarth Enterprises	1)	Club chair		4	NO'S	1795	89247	TS10UB 3123	Madhu		

Tax Invoice

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. **1025**	Dated **15-Jul-2022**
	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. **89931**	Dated **12-Jul-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **Kowkur**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**		**350 BAGS**	238.28	BAGS	**83,398.00**
	CGST					**11,675.72**
	SGST					**11,675.72**
	Less : ***ROUND OFF***					**(-)0.44**
	Total		**350 BAGS**			**₹ 1,06,749.00**

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

INR One Lakh Six Thousand Seven Hundred Forty Nine Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
	83,398.00	14%	11,675.72	14%	11,675.72	23,351.44
Total	**83,398.00**		**11,675.72**		**11,675.72**	**23,351.44**

Tax Amount (in words) : **INR Twenty Three Thousand Three Hundred Fifty One and Forty Four 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"

										Vehicle No	Delivered by	Received by	Engineer's Signature
12928	11/08/22	15:41	Summit Sales up	1) 1x boxwood light	2000X RM	60	Box's	4836	89697	TS10UB 3123	Madhu	S	
12929	11/08/22	15:30	Sanflash Tarpaulin	1) Rain Coats		04	No's	224	90134	By Bike	shantu	S	
				2) umbrella		04	No's						
12930	11/08/22	18:00	~~[illegible]~~ home centre	1) Dining chair		01	Set	4978		By Auto	supplier	R	
				2) " (2 set)		01	"						
				3) STP dinning table		01	"						
12931	11/08/22	12:00	SFS Hardware	1) Universal clamp	6"	40	No's	163	90615	By car	krishna Raju	R	
				2) U Bolt with Nut & washer	6"	40	"						
12932	11/08/22	"	Praful Sanitary	1) gate Valve	32 MM	27	No's	414	89998	"	"	R	
				2) GI Reducer	40X32	6	"						
				3) Holdtite		4	"						
12933	11/08/22	"	Elegant Enterprises	1) MCB (2 Pole)	6 Amps	2	No's	0702	99862	"	"	R	
				2) " "	10 Amps	2	"						
				3) " (1 Pole)	16 Amps	2	"						
12934	12/08/22	05:52	Parasakti cement	1) PPC cement		350	Bags			AP24TB 2457	supplier	R	
12935	12/08/22	13:35	Summit Sales LLP	1) Luna (1.1)		72	Box	4837	00802	TS10UB 3123	Madhu	R	
				2) Maharaja Bulge		12	box						

Purchase Order

 12-07-2022 11:37:35 AM Origin

89931
29.06.22 2:19:00

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	89931 / 169978
	Doc Date	12-07-2022
	Quote No	NIL
	Quote Date	12-07-2022
	SupplyType	Supply

Kind Attn : Mr. Kalpesh

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Tax	Included in the above price
Delivery Date	Immediate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone 9618244433, Hamendra
Penality For Delay	NIL
Transportation Cost	Included in the above price.
Warranty	NIL
Advance Paid	Rs 1,06,750/-Cheque Dt--18/07/22.
Other Terms	We reserve the right to reject the item not conforming to the Quality and specs. Hamali charges extra Rs. 5/- per bag.Above order for GHT purpose
Completion Date	NIL
Measurment	NIL
Security	Nil
Remarks	Delivery at Kowkur Contact Person Mr Suresh-9502232100.

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

Material Delivered
1851 [illegible]

2
22/09

APPROVED BY
13 JUL 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
12/07/22

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

Contact ...

Accepted the above Terms And Conditions
For *PRANAV AGENCIES*

Requisition Form						
Company Name:	SSLLP	Date:	11.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	169978			
Material required before		ID No.	77902			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CEME9218-Cement-PPC---50kg-Bags 238/28. /28/.	350		350		
2						
3						
4						
5						
6	80/89931					
7						
8						
9						
10						
Remarks:	For GHT Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:						
Sign & Date:						

APPROVED
12 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
13 JUL 2022
SOHAM MODI
MANAGING DIRECTOR