

PURCHASE DIVISION
Advice for approval for credit to supplier

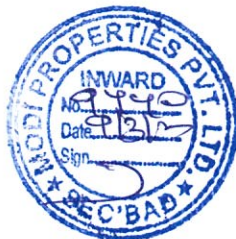
Date: 09/03/23		Prepared by: V. RAVI		Serial no. 15635	
Supplier name: Sri Balaji Marketing Associates		Project: SHLP		HO inward no.	
Firm/Company: SHLP		PO/WO date: 14.06.22		PO/WO No. 89177	
PO/WO date: 14.06.22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	970	15.06.22	160,000 - 00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			160,000 - 00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	Good NO: 8583 dtd 15.06.22	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:			160,000 - 00
Amount E – PO / WO value:			160,000 - 00
Amount F – Difference (A – E):			NIL
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: find bill & close this PO and original 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:					
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.



Data required from site/engineers:						
PO no.:	89177	PO date:	14/06/22	Req. no.:	169893	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: <i>Full material received close this PO.</i>						
<i>GMR PO No (89178)</i>						
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 Asheya.						
Prepared by	Sign	Date	Project manager	Sign	Date	
<i>Basave shwan</i>	<i>[Signature]</i>	<i>21/02/22</i>	<i>Ramparad</i>	<i>[Signature]</i>	<i>21/02/22</i>	
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	<i>1,60,000/-</i>	
Remarks by Accountants: <i>100% Adv</i>						
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	
<i>D. Lary</i>	<i>[Signature]</i>	<i>21/2/22</i>				
Advice by MD - action to be taken by purchase:						
☒	Get certified bill from supplier (not original).					
☐	Prepare bill in SSLP 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 22
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

20-02-2023 15:38:30

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

Sri Bajajji Marketing Associates
Shop no.3, Street-343, Jawaharnagar, Ashoknagar, Hyderabad-500020

GSTIN 36ACPPC4261Q1Z3

9246524365

Doc No	89177	169893
Doc Date	14-06-2022	
Quote No	NIL	
Quote Date	14-06-2022	
SupplyType	Supply	

Kind Attn : Mr. Ghanshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	500.00	250.00	0.00	28.00	160,000.00
Total Order Value . . .					160,000.00
Rupees : One Lakh(s) Sixty Thousand Only.					

Terms and Conditions :-

Specification /	All items shall be of Parashakthi brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Immediate
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation	Free Delivery.
Warranty	Nil
Advance Paid	Rs 1,60,000/-Cheque Dt.20/06/2022.
Other Terms	Hammali charges for loading & unloading extra @ Rs.5/- per bag.above order for GMR purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	FOR DELIVERY AT Mallapur GMR Contact Person Mr Ramprasad-8309938133.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Bajajji Marketing Associates**

Name : _____

Name : _____

Date : __/__/__

Inward No.	Date	Unit	Particulars	QTY	Unit	D.C. No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
8579	15/10/19	1000	744 Brown Brick	19m	01	840's	-	By Blue	manan	gona	
8580	14/10		8544 0 744 Brown Brick	19m	30	840's	89139	75-08	Umar	gona	
8581			8544 0 744 Brown Brick	5'x8'	14	4672	89139	U42936			
			8544 0 744 Brown Brick	5'x8'	13	4672	89139				
			8544 0 744 Brown Brick	5'x8'	04						
			8544 0 744 Brown Brick	5'x8'	08						
			8544 0 744 Brown Brick	5'x8'	08						
			8544 0 744 Brown Brick	5'x8'	04						
8582	14/10	1000	8544 0 744 Brown Brick	5'x8'	1500	840's	89023	75-08	manan	gona	
8583	15/10	1000	8544 0 744 Brown Brick	5'x8'	500	840's	89139	75-08	manan	gona	
8584	17/10	1000	8544 0 744 Brown Brick	5'x8'	01	840's	89139	75-08	manan	gona	
8585			8544 0 744 Brown Brick	5'x8'	03	840's	89139	75-08	manan	gona	
8586			8544 0 744 Brown Brick	5'x8'	02	840's	89139	75-08	manan	gona	
8587			8544 0 744 Brown Brick	5'x8'	02	840's	89139	75-08	manan	gona	
8588	16/10/19	1000	8544 0 744 Brown Brick	5'x8'	05	840's	89139	75-08	manan	gona	
8589	13/10	1000	8544 0 744 Brown Brick	5'x8'							

TAX INVOICE

Email : sbrma233@gmail.com
Phone : 040 66784365
Cell No. : 09246524365

SRI BALAJI MARKETING ASSOCIATES

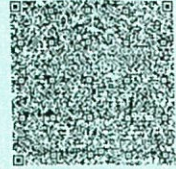
DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO Cements
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 0e1580302c9735e526117b179d5bba534b053ea127309152ae18a8c2b5-644593

Ack No.: 112213339863712

Ack Date: 15-Jun-22



Billing Address	Shipping Address	Invoice No. : 970
Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Date : 15-Jun-22
Address: 5-4-187/34, MG ROAD, SECUNDERABAD	Address: GMR SITE MALLAPUR MR RAMPRASAD PH 8309938133	P.O No. : 89177/169893
GSTIN: 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	P.O Date : 14-Jun-22
PAN No.:		Truck No. : AP23Y3387
Phone :		EwayBill No : 191486917550

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti PPC	25232930	500.00	320.00	1,25,000.00	17,500.00	17,500.00	
TOTAL			500.00		1,25,000.00			

CGST Amount : 17,500.00

IGST Amount :

SGST Amount : 17,500.00

Total Taxable Amount 1,25,000.00

CGST 14% 17,500.00

SGST 14% 17,500.00

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

Grand Total 1,60,000.00

Bank : HDFC BANK LTD

Bank : ♦ Not Applicable

Branch Name : RTC X Roads

Branch Name :

Account No : 50200050652389

Account No :

IFS Code : HDFC0000472

IFS Code :

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 .