

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		09/03/23		Prepared by		V. RAVI		Serial no.		14716	
Supplier name		Cri Balaji Marketing Associates						HO inward no.			
Firm/Company		SSCLP		Project		SHLP		HO received date			
PO/WO date		14.11.22		PO/WO No.		2022114008		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	3054			15.11.22		171,000 - 00			☐ Yes ☐ No		
2.						/			☐ Yes ☐ No		
3.									☐ Yes ☐ No		
4.									☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):									171,000 - 00		
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		20230124W6.					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:									171,000 - 00		
Amount E – PO / WO value:									166,000 - 00		
Amount F – Difference (A – E):									5000 - 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 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:				[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.



Form for closure of purchase order

From site/engineers:					
PO no.	2022114008	PO date:	14/11/22	Req. no.:	
MRN nos. related to PO		Advice Scan ID			
☐	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: Total material received close this PO					
GMR PO NO: (2022114002) & Reqn NO (Invd No: 10021 dtd 16/11/22.					
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
Basave shwari	[Signature]		Ramprasad	[Signature]	21/01/22
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	1,66,000/-	
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
[Signature]	[Signature]	21/12/23			
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			

APPROVED BY
Date: 21/12/23
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Office Copy(For HO)

From Company:

Summit Sales LLP
5-4-187/3&4, 1Ind Floor Soham Mansion, M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS2044C1Z7

Delivery Location: SSLP Stores @ VSC

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	20221114008	Quote No	NIL
PO Date	14 Nov 2022	Quote Date	15 Nov 2022
Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount
1	CEMT1830-Cement-OPC-53-50kg-Bag	500.00	259.37	0%	1,29,688	IGST%	CGST%	SGST%	IGST AMT	1,66,000
						0%	14%	14%	0	
					Total Amount ...				0	1,66,000

Rupees in words : One Lakh Sixty Six Thousands Only.

Terms and Conditions:-

Cement brand :

Parasakthi

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

Purchase Order

Office Copy(For HO)

Remarks :

Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133.

For Summit Sales LLP

Authorised Signatory

Name :-

Sign:-

Date :-

Accepted the above Terms And Conditions
For

Date :-

Delivery Challan
Summit Sales LLP

#5-4-187, 3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad, TG- 500003
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN : 36ACQFS2044C1Z7

Page 1 of 1

Customer Details		Billing Details		Shipping Details	
Modi Realty Mallapur LLP 5-4-187/3&4, IIInd Floor, Soham Mansion M.G.Road Secunderabad, TELANGANA- 500003 GSTIN: 36AAEFM1459R1ZP		Sy.No 19, Mallapur Survey No 19, Mallapur, Hyderabad. Next to NFC Rai, Hyderabad, Telangana- 500076		DC No DC Date PO No PO Date	29028 19 Jan 2023 20221114002 14 Nov 2022
S.No	Description Of Goods			HSN/SAC	Qty
1	CEMT1830-Cement-OPC-53-50kg-Bag				500.00

Subject to Hyderabad Jurisdiction

INWARD
MODI REALTY MALLAPUR LLP
Vard No 10023 dt 16/11/22
NIRN No 20230123 dt 16/11/22
Received By Sign

For Summit Sales LLP

Authorised signator

04/02/23 12:02:44 PM

TRANSIT COPY

Tax Invoice

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Hyderabad, TG- 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN : 36ACQFS2044C1Z7

Page 1 of 1

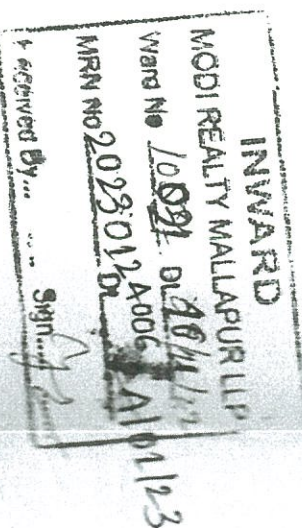
Customer Details			Invoice No	
Billing Details		Shipping Details		Invoice Date
Modi Realty Mallapur LLP 5-4-187/3&4, IInd Floor, Soham Mansion M.G.Road Secunderabad, TELANGANA- 500003 GSTIN: 36AAEFM1459R1ZP		Sy.No 19, Mallapur Survey No 19, Mallapur, Hyderabad. Next to NFC Rai, Hyderabad, Telangana- 500076		19 Jan 2023
S.No	Description Of Goods	HSN/SAC	Qty	Rate
1	CEMT1830-Cement-OPC-53-50kg-Bag		500.00	262.00
				Total Taxable Amount
				1,31,000.00
				Total Invoice Amount
				1,67,680.00
IGST		CGST	SGST	
0.00		18,340.00	18,340.00	
Rupees : One Lakh Sixty Seven Thousands Six Hundred And Eighty Only.				
Bank Details				

Bank Details

Bank Name : Yes Bank
 A/C No : 009763700001491
 IFSC Code : YESB0000097
 Branch : Secunderabad

For Summit Sales LLP

Authorized signator



19/01/23 10:13:41 AM

TAX INVOICE

Email : srm233@gmail.com
Phone : 040 66784365
Cell No. : 09246524365

SRI BALAJI MARKETING ASSOCIATES

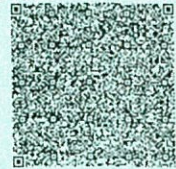
DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO CEMENTS
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 54f1f784c81d2533f86575c313252c2d858b613b96391b79ed15bfb59f5e-a5b3

Ack No.: 112214550165292

Ack Date: 15-Nov-22



Billing Address	Shipping Address	Invoice No. : 3054
Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Date : 15-Nov-22
Address: 5-4-187/34, MG ROAD, SECUNDERABAD	Address: GMR SITE MALLAPUR MR RAMPRASAD PH 8309938133	P.O No. : 20221114008
GSTIN: 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	P.O Date : 14-Nov-22
PAN No.:		Truck No. : TS15UA2851
Phone :		EwayBill No : 141555622449

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti OPC	25232910	500.00	342.00	1,33,593.75	18,703.13	18,703.13	
TOTAL			500.00		1,33,593.75			

CGST Amount : 18,703.13
SGST Amount : 18,703.13

IGST Amount :

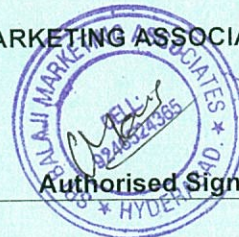
Total Taxable Amount **1,33,593.75**
CGST 14% 18,703.13
SGST 14% 18,703.13
Round Off (-)0.01
Grand Total 1,71,000.00

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

Bank : HDFC BANK LTD
Branch Name : RTC X Roads
Account No : 50200050652389
IFS Code : HDFC0000472

Bank : ♦ Not Applicable
Branch Name :
Account No :
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 .

TAX INVOICE

sma233@gmail.com

Phone: 040 66784365

Cell No.: 09246524365

SRI BALAJI MARKETING ASSOCIATESDEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO Cements
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD**GSTIN : 36ACPPC4261Q1Z3**

IRN : 54f1f784c81d2533f86575c313252c2d858b613b96391b79ed15bfb59f-5ea5b3

Ack No. : 112214550165292

Ack Date : 15-Nov-22

Billing Address		Shipping Address		Invoice No. : 3054	
Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Date : 15-Nov-22	
Address : 5-4-187/34, MG ROAD, SECUNDERABAD	Address : GMR SITE MALLAPUR MR RAMPRASAD PH 8309938133	Address : GMR SITE MALLAPUR MR RAMPRASAD PH 8309938133	Address : GMR SITE MALLAPUR MR RAMPRASAD PH 8309938133	P.O No. : 20221114008	
GSTIN : 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	P.O Date : 14-Nov-22	
PAN No. :				Truck No. : TS15UA2851	
Phone :				EwayBill No : 141555622449	

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti OPC	25232910	500.00	342.00	1,33,593.75	18,703.13	18,703.13	
TOTAL			500.00		1,33,593.75			

CGST Amount : 18,703.13

IGST Amount :

SGST Amount : 18,703.13

Total Taxable Amount 1,33,593.75

CGST 14% 18,703.13

SGST 14% 18,703.13

Round Off (-)0.01

Grand Total 1,71,000.00

Value In Rs. : INR One Lakh Seventy One 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
MODI REALTY MALLAPUR LLP
Ward No 10021 DL 16/11/22

For SRI BALAJI MARKETING ASSOCIATES

Authorised Signatory

Terms & Conditions :

MRN No

Received By

Sign

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 .

Original

Delivery Location: NA

Supplier Details

Sri Balaji Marketing Associates

Hyderabad, TG,

GSTIN:36ACPPC4261Q1Z3

Gganshyam, 9246524365

sbma233@gmail.com

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount		
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT		SGST AMT	
1	CEMT1830-Cement-OPC-53-50kg-Bag	500.00	259.37	0%	1,29,688	0%	14%	14%	0	18,156	18,156		
						Total Amount ...					0	18,156	

Rupees in words : One Lakh Sixty Six Thousands Only.

Terms and Conditions:-

Parasakthi

Loading included. Unloading extra @ Rs.5/- per bag.

Payment shall be made on quantity delivered at site

100% advance payment.

Inclusive of GST and all other taxes.

Within 1 days of PO

As per details given above

Included.

Vendor Shall submit proof of delivery+originak invoice at head office of purchaser

Purchase Order

Original

Remarks : Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133.

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

APPROVED
15 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

Company Name	Summit Sales LLP	Date	14 Nov 2022
Site Or Phase	NA	Time	02:48:43
Flat/Villa/Other	Other	Req.No.	
Material required before date		ID No	20221114006

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT1830-Cement-OPC-53-50kg-Bag	500.00	0	500.00	350.00		

Remarks: site use purpose.

Prepared By :- Minish Parikh

Sign:-

Date :- 14 Nov 2022

Approved By:-

Sign:-

Date:-

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

