PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/03/23	Prepared by	V.RAVI	Serial no.	14712
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	08.06.22	PO/WO No.	89045	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	867	08/06/22	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.:	Inwd No: 19309 dtd 09/06/22	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	Nil
Remarks:	100% Advance paid & 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

Data required from site/engineers:

PO no.:	89045	PO date:	8/06/22	Req. no.:	169875	Advice Scan ID	
MRN nos. related to PO	108477						

☐	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: We Requisition Quantity 500 Bags, Total Material received. * Inward No: 19309 dtd 09/06/22.

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
Divya	[signature]	4/3/23	for N. [signature]		9/3/23.

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	1,60,000/-

Remarks by Accountants:

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

 04/03/2023 14:48:42

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			
Sri Bajajji Marketing Associates	**Doc No**	89045	169875
Shop no. 3,Street-343, jawaharnagar,Ashoknagar,Hyderabad-500020	**Doc Date**	08-06-2022	
	Quote No	NIL	
GSTIN 36ACPPC4261Q1Z3	**Quote Date**	08-06-2022	
9246524365	**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	Immidiate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Free Delivery.
Warranty	Nil

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

Accepted the above Terms And Conditions
For ***Sri Bajajji Marketing Associates***

Name : ____________________

Name : ____________________

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 : ba123873e4f43aedad572baaf53c3fc67d462321557367ce6fe0c3a710d5-43e2
Ack No.: 112213295532565
Ack Date: 8-Jun-22

Billing Address	Shipping Address	
Name : SUMMIT SALES LLP **Address:** 5-4-187/34,MG ROAD, SECUNDERABAD **GSTIN: 36ACQFS2044C1Z7** **PAN No.:** **Phone :**	**Name : MPL SITE** **Address:** MALLAPUR NARENDAR REDDY PH 7680971999 **GSTIN : 36ACQFS2044C1Z7**	**Invoice No.** : 867 **Date** : 8-Jun-22 **P.O No.** : 89045/169875 **P.O Date** : 8-Jun-22 **Truck No.** : AP28TC9716 **EwayBill No** : 111484263042

Sl 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
SGST Amount : 17,500.00
IGST Amount :

Total Taxable Amount	**1,25,000.00**
CGST 14%	17,500.00
SGST 14%	17,500.00
Grand Total	**1,60,000.00**

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

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

SRI BALAJI MARKETING ASSOCIATES CELL: 9246524365 HYDERABAD.

Authorised Signatory

Terms & Conditions :

"TRUE COPY"

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 : 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 ba123673e4f43aedad572baaf53c3fc67d462321657367ca6fo0c3a710d643e2
Ack No. 112213295532565
Ack Date: 8-Jun-22

Billing Address
Name : SUMMIT SALES LLP
Address: 5-4-187/34,MG ROAD, SECUNDERABAD
GSTIN: 36ACQFS2044C1Z7
PAN No.:
Phone :

Shipping Address
Name : MPL SITE
Address: MALLAPUR NARENDAR REDDY
PH 7680971999
GSTIN : 36ACQFS2044C1Z7

Invoice No. : 667
Date : 8-Jun-22
P.O No. : 89045/169875
P.O Date : 8-Jun-22
Truck No. : AP28TC9716
EwayBill No : 111484283042

Sl 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			

INWARD
Inward No: 19365 Dt: 9/6/22
MRN No: 108477 Dt: 14/06/2022
Received By: Sign:
MODI PROPERTIES PVT. LTD.

CGST Amount : 17,500.00
SGST Amount : 17,500.00
IGST Amount :

Total Taxable Amount	1,25,000.00
CGST 14%	17,500.00
SGST 14%	17,500.00
Grand Total	1,60,000.00

Value In Rs. : INR One Lakh Sixty 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

For SRI BALAJI MARKETING ASSOCIATES

SRI BALAJI MARKETING ASSOCIATES HYDERABAD
Cell 9246524365

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 .

Purchase Order

 08-06-2022 1:55:13 PM

89045
07.06.22 12:13:53

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 9246524365	**Doc No**	89045	169875
	Doc Date	08-06-2022	
	Quote No	NIL	
	Quote Date	08-06-2022	
	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 / Brand	All items shall be of Parashakthi brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Immidiate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Free Delivery.
Warranty	Nil
Advance Paid	Rs 1,60,000/-Cheque Dt.13/06/2022.
OtherTerms	Hammali charges for loading & unloading extra @ Rs.5/- per bag.above order for MPL purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	FOR DELIVERY AT Mallapur MPL Contact Person Mr Narender Reddy-7680971999.

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 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

POD -

Material delivered
bill awaited
12/09

For *Summit Sales LLP*

Authorised Signatory

08/06/2022

Name : ______

Contact : ..

20700

Accepted the above Terms And Conditions

For ***Sri Bajajji Marketing Associates***

Name : ______

Date : __/__/____

,Requisition Form

Company Name:	SSLLP	Date:	07.06.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169875
Material required before date:		ID No.	77089

No	Description	Size	Quantity	Units	Inward No	Date
1.	Cement-PPC PO/89045.		500	Bags		

Remarks: For MPPL site purpose.

Prepared By	Vanajakshi	Approved by	APPROVED
Sign.& Date	07.06.2022	Sign. & Date	08 JUN 2022 MINISH PARIKH MANAGER PROCUREMENT

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
10 JUN 2022
SOHAM MODI
MANAGING DIRECTOR