

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 09/03/23		Prepared by: V. Ravi		Serial no. 14715	
Supplier name: Pravar Agencies				HO inward no.	
Firm/Company: SLLP		Project: SHLP		HO received date	
PO/WO date: 31.05.22		PO/WO No. 88753		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1013	05.06.22	166,400.00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				166,400.00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	Inward No. 10680		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:				166,400.00	
Amount E – PO / WO value:				166,400.00	
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:					
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 weightment 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.:	88753	PO date:	31/5/22	Req. no.:	169840	Advice Scan ID
MRN nos. related to PO		2/w 20:- 10680 - of .8/6/22 JSSLLP.				
☐	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: Received full material attaching 2/w. copy.						
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	
Heunakth	AD	20/2/23	E. purushothan	PK	20/2/22	
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	1,66,400/-	
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	
hary	PK	21/2/23				
Advice by MD - action to be taken by purchase:						
☒	Get certified bill from supplier (not original).					
☐	Prepare bill in SLLP 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

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31-05-2022 11:33:13 AM

Original



20.05.22 3:37:22

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	88753	169840
Doc Date	31-05-2022	
Quote No	NIL	
Quote Date	31-05-2022	
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	520.00	250.00	0.00	28.00	166,400.00
Total Order Value . . .					166,400.00

Rupees : One Lakh(s) Sixty Six Thousand Four Hundred Only.

Terms and Conditions :-

Specification / Brand 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

Penalty For Delay NIL

Transportation Cost Included in the above price.

Warranty NIL

Advance Paid Rs 1,66,400/-Cheque Dt-06/06/22.

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 SOVLLP purpose

Completion Date NIL

Measurment NIL

Security NIL

Remarks Delivery at Cherlapally Contact Person Mr Purshottam-9502177288.

For MDs APPROVAL

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



Material Delivered Bill awaited

22/09/22

For **Summit Sales LLP**

Authorised Signatory

Name : 31/05/2022

Contact :-

Accepted the above Terms And Conditions

For **PRANAV AGENCIES**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		30.05.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169840	
Material required before date:				ID No.		76867	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Cement	PPC	520	Bags			
Remarks: For stock replenishing purpose. - SOVLLP.							
Prepared By		Ramya		Approved by			
Sign & Date		30.05.2022		Sign. & Date			



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

GENERAL MATERIAL

INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size
10680	8/6/02	9:30		① P/P	Cement	
10681	8/6/02	12:00	Sri Lakshmi Ganesh S. Tools and Hardware	① Welding Rod ② Grinding Wheel ③ Machine Blade ④ Machine Blade	1/2" 1/2" 1/2" 1/2"	

Quantity	Units	D C No	P O No	Vehicle No	Delivered by	Received by	Engineer's Signature
520	kg			KMRC 057	periy	maey	
24	nos	074	88972		Vande	maey	
50	nos						
25	nos						
25	nos						

Tax Invoice

PRANAV AGENCIES

15, 2-1-150, 1st Floor,
H.M.Ishaque Estate, M.G.Road
SECUNDERABAD - 500 003.
GSTIN/UID: 36AGKPK7722P1ZQ
State Name : Telangana, Code : 36
E-Mail : kalpesh218@gmail.com

Buyer

Summit Sales LLP

5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3
GSTIN/UID : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
1013		5-Jun-2022
Delivery Note		Mode/Terms of Payment
Supplier's Ref.		Other Reference(s)
Buyer's Order No.		Dated
88753		30-May-2022
Despatch Document No.		Delivery Note Date
Despatched through		Destination
		Cherpally
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	CEMENT		520 BAGS	250.00	BAGS	1,30,000.00
	CGST					18,200.00
	SGST					18,200.00
	Total		520 BAGS			₹ 1,66,400.00

Amount Chargeable (in words)

INR One Lakh Sixty Six Thousand Four Hundred Only

E. & O.E

HSN/SAC		Central Tax		State Tax		Total
	Taxable Value	Rate	Amount	Rate	Amount	Tax Amount
	1,30,000.00	14%	18,200.00	14%	18,200.00	36,400.00
	Total 1,30,000.00		18,200.00		18,200.00	36,400.00

Tax Amount (in words) : **INR Thirty Six Thousand Four Hundred**

Tax Amount (in words) : INR Thirty Six Thousand Four Hundred Only

Declaration

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



This is a Computer Generated Invoice

"TRUE COPY"