

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/03/23		Prepared by V. RAVI		Serial no. 15679	
Supplier name Prayav Agencies.				HO inward no.	
Firm/Company SCLP		Project SCLP		HO received date	
PO/WO date 07.10.22		PO/WO No. 2022 1007001		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1071	31.01.23	68,198-00	☒ Yes ☐ No	
2.	1073	20.02.23	92,997-00	☒ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				161,195-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: Bond: 10737 & 10771.		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:				161,195-00	
Amount E – PO / WO value:				161,195-00	
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 & closed this P.O. (NOTE) Original Invoice Missing, so through certified true copy we are processed now.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		25/03/23.			
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.:	2022100 7001	PO date:	07/10/22	Req. no.:	
MRN nos. related to PO		8/W-10737-16/11/22, 8/W-10737-29/12/22.			
☐	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: Full material received as per PO. 8/W-10737-29/12/22, attaching 8/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
Meenakshi	[Signature]	20/2/23.	K. prashantha	[Signature]	20/2/23.
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	1,61,195/-	
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
P. Lary	[Signature]	2/2/23			
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		Date	
APPROVED BY - 9 MAR 2023 SOHAM MODI MANAGING DIRECTOR					

Purchase Order

Original

From Company:				Summit Sales LLP 5-4-187/3&4, 11nd Floor, Soham Mansion, M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36ACQFS2044C1Z7				Delivery Location: SLLP Stores @ VSC				
Supplier Details				PRANAV AGENCIES 311, 3rd Floor, Ispat Bhavan, Distillery Road, Ran Hyderabad, TG, GSTIN:36AGKPK7722P1ZQ Mr. Kalpesh, 9989210123				PO No 20221007001 Quote No NIL				
				PO Date 07 Oct 2022 Quote Date 07 Oct 2022								
				Supply Type Purchase Order								
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount		
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	CEMT9218-Cement-PPC---50kg-Bag	520.00	242.18	0%	1,25,934	0%	14%	14%	0	17,631	17,631	1,61,195
Total Amount ...						0	17,631	17,631				1,61,195

Rupees in words : One Lakh Sixty One Thousands One Hundred And Ninety Five . One Paise Only.

Terms and Conditions:-

10737 - 16/11/22

10771 - 29/12/23.

10757 - 16/11/22

Purchase Order

Original

Cement brand :

Parasakhti

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 2 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

Remarks :

Delivery at SOVLLP Cherlapally Contact Person Mr Purshotam-9502177288.

For Summit Sales LLP

Authorised Signatory

Name :-

Sign:-

Date :-

Accepted the above Terms And Conditions
For

Date :-

INWARD REGISTER

Quantity	Units	D.C.No	P.O No	Vehicle No	Delivered by	Received by	Engineer's Signature
115	bags	0548	T-1036	42-8049	P. S. S.	P. S. S.	P. S. S.
300	bags	.	20210 02001	-	P. S. S.	P. S. S.	P. S. S.

GENERAL MATERIAL

Invend No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size
10130	16/11/2018	3:30	Bha general goods	①	ms pipe	10x16
10131	"	"	With mid dc	①	acmuf-ppe	50x
10132	18/11/2018	16:30	ms pipe	①	ms pipe	2x2x10x
				②	ms pipe	16x4
				③	ms pipe	16x4
				④	ms pipe	16x4

INWARD REGISTER

Quantity	Units	D.C No.	P.O. No.	Vehicle No.	Delivered by	Received by	Engineer's Signature
3045	kg	213	13914	41414	14141	14141	14141
20	kg						
03	kg	9755		156844	156844	156844	156844
02	kg						
01	kg						
02	kg						

Tax Invoice

(ORIGINAL FOR RECIPIENT)

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. 1071	e-Way Bill No.	Dated 31-Jan-2023
Delivery Note	Mode/Terms of Payment	
Supplier's Ref.	Other Reference(s)	
Buyer's Order No. 20221007001	Dated 7-Oct-2022	
Despatch Document No.	Delivery Note Date	
Despatched through	Destination Cherlapally	
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	CEMENT	25232930	220 BAGS	242.18	BAGS	53,279.60
	CGST					7,459.14
	SGST					7,459.14
	ROUND OFF					0.12
Total			220 BAGS			₹ 68,198.00
Amount Chargeable (in words)						INR Sixty Eight Thousand One Hundred Ninety Eight Only
HSN/SAC						E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
25232930	53,279.60	14%	7,459.14	14%	7,459.14	14,918.28
Total	53,279.60		7,459.14		7,459.14	14,918.28

Tax Amount (in words) : **INR Fourteen Thousand Nine Hundred Eighteen and Twenty Eight 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"

Tax Invoice

(ORIGINAL FOR RECIPIENT)

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

Buyer

Summit Sales LLP

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

Invoice No.	e-Way Bill No.	Dated
1073		20-Feb-2023
Delivery Note		Mode/Terms of Payment
Supplier's Ref.		Other Reference(s)
Buyer's Order No.		Dated
20221007001		7-Oct-2022
Despatch Document No.		Delivery Note Date
Despatched through		Destination
Bill of Lading/LR-RR No.		Motor Vehicle No.
Terms of Delivery		Ts29ta0913

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	CEMENT	25232930	300 BAGS	242.18	BAGS	72,654.00
	Less :					10,171.56
	CGST					10,171.56
	SGST					(-).0.12
	ROUND OFF					
	Total		300 BAGS			₹ 92,997.00

Amount Chargeable (in words)

INR Ninety Two Thousand Nine Hundred Ninety Seven Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax	State Tax	Total
25232930	72,654.00	Rate 14% Amount 10,171.56	Rate 14% Amount 10,171.56	Tax Amount 20,343.12
Total	72,654.00	10,171.56	10,171.56	20,343.12

Tax Amount (in words) : INR Twenty Thousand Three Hundred Forty Three and Twelve 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"

e-Way Bill



E-Way Bill No:	1716 0229 4596
E-Way Bill Date:	21/02/2023 10:47 AM
Generated By:	36AGK PK772 2P1ZQ - PRANAV AGENCIES
Valid From:	21/02/2023 10:47 AM [18Kms]
Valid Until:	22/02/2023

Part - A

GSTIN of Supplier	36AGKPK7722P1ZQ,PRANAV AGENCIES
Place of Dispatch	Hyderabad,TELANGANA-500003
GSTIN of Recipient	36ACQ FS204 4C1Z7 ,SUMMIT SALES LLP
Place of Delivery	cherlapally,TELANGANA-500051
Document No.	1073
Document Date	21/02/2023
Transaction Type:	Regular
Value of Goods	92997.12
HSN Code	25232930 - CEMENT
Reason for Transportation	Outward - Supply
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	TS29TA0913	Hyderabad	21/02/2023 10:47 AM	36AGKPK7722P1ZQ	-	-



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