PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/03/23	Prepared by	V. RAVI	Serial no.	15685
Supplier name	SRI BALAJI MARKETING Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	29/08/22	PO/WO No.	20220829002	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1887	29/08/22	178,573-82	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	178,573-82
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.:	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:	178,573-82
Amount E – PO / WO value:	332,800-00
Amount F – Difference (A – E):	154,226-00
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	100% Advance paid.
Remarks: Final bill & close this PO. (Note: Original Invoice Missing so through certified true copy we are Processing now.	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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 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.

MODI PROPERTIES PVT. LTD.
INWARD
No. 9875
Date 25/3/23
Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	20220829002	PO date:	27/8/22	Req. no.:		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: Total material received on SSLLP PO.

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
A. Sravani	[signature]	4/3/23	Vijay	[signature]	4/3/23

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.	1886 Rs. 1,57,561/-
☐	All bills received against this PO.		
☑	Advance paid against this PO.	Amount paid	3,32,800/-

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. Saroj	[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
Date - 9 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Part bills received details

Topic		Cement - Part bills received details								
Prepared by		Ravi								
Date		08-03-2023								
						A			B	
S.No	Project	PO No	Item Disc	PO Quantit	Units	PO Value	Site Received Quantity	Bill No	Bills received amount	Remarks / Scan ID
1	NGH	20220829002	PPC Cement	520	Bags	156,000.00	520	1886	157,561.00	119533
2	NGH	20220829002	OPC Cement	520	Bags	176,800.00	520	-	-	-
				1040		332,800.00	1040		157,561.00	
						Total PO Value (A)			332,800.00	
						Bills received amount (B)			157,561.00	
						Difference amount C=(A-B)			175,239.00	

08/03/23

Purchase Order

Office Copy(For HO)

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location: SSLLP 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	20220829002	Quote No	
	PO Date	29 Aug 2022	Quote Date	29 Aug 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	CEMT1830-Cement-OPC-53-50kg-Bag	520.00	265.62	0%	1,38,125	0%	14%	14%	0	19,338	19,338	1,76,800
2	CEMT9218-Cement-PPC---50kg-Bag	520.00	234.37	0%	1,21,875	0%	14%	14%	0	17,063	17,063	1,56,000
								Total Amount ...	0	36,400	36,400	3,32,800

Rupees in words : Three Lakh Thirty Two Thousands Eight Hundred Only.

Terms and Conditions:-

Cement brand :	.
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 NGH Pocharam-Contact Person Mr Vijay-9849897484.

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

(V/P)

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 : **6cf665c0729afc2e2d7d9d1028b56347af7c64c57fe84d28b6acaeb558fd-379b**
Ack No.: **112213895996826**
Ack Date: **29-Aug-22**

Billing Address	Shipping Address	
Name : **SUMMIT SALES LLP** Address: 5-4-187/34,MG ROAD, SECUNDERABAD GSTIN: **36ACQFS2044C1Z7** PAN No.: Phone :	Name : **MODI REALTY POCHARAM LLP** Address: NILGIRI HEIGHTS.SITE SY.NO 27,POCHARAM HYDERABAD MR VIJAY RAJ 9849497484 GSTIN : **36ACQFS2044C1Z7**	Invoice No. : 1887 Date : 29-Aug-22 P.O No. : 20220827004 P.O Date : 29-Aug-22 Truck No. : AP07TA7772 EwayBill No : 121519808513

Sl No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti OPC	25232910	520.00	343.41	1,39,510.80	19,531.51	19,531.51	
	TOTAL		**520.00**		**1,39,510.80**			

CGST Amount : 19,531.51
SGST Amount : 19,531.51
IGST Amount :

Total Taxable Amount	**1,39,510.80**
CGST 14%	19,531.51
SGST 14%	19,531.51
Grand Total	**1,78,573.82**

Value In Rs. : INR One Lakh Seventy Eight Thousand Five Hundred Seventy Three and Eighty Two paise 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 HYDERABAD 9246524365

"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 .

Purchase Order

Office Copy(For HO)

From Company:	Modi Realty Pocharam LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABIFM1836H1Z7	Delivery Location:	Nilgiri Heights Sy.No-27,Pocharam Hyderabad,Telangana,502300 Vijayraj,9849497484

Supplier Details				
Summit Sales LLP #5-4-1873 & 4, II FloorSoham Mansion, M.G.Road Secunderabad,TG,500003 GSTIN:36ACQFS2044C1Z7 Hamendra,Prabhakar,040-66335551 purchase@modiproperties.com	PO No	20220827004	Quote No	
	PO Date	27 Aug 2022	Quote Date	29 Aug 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	CEMT1830-Cement-OPC-53-50kg-Bag	520.00	268.29	0%	1,39,511	0%	14%	14%	0	19,532	19,532	1,78,574
2	CEMT9218-Cement-PPC---50kg-Bag	520.00	236.72	0%	1,23,094	0%	14%	14%	0	17,233	17,233	1,57,561
							Total Amount ...		0	36,765	36,765	3,36,135

Rupees in words : Three Lakh Thirty Six Thousands One Hundred And Thirty Four .six Six PaiseOnly.

Terms and Conditions:-

Cement brand :	
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 02 days of PO
Delivery Location :	As per details given above
Transportation Cost :	Included.

Purchase Order

Office Copy(For HO)

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

Remarks : .

For Modi Realty Pocharam LLP	Accepted the above Terms And Conditions For
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-