

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30.03.23		Prepared by V. RAVI		Serial no. 16065	
Supplier name Sri Baleji Marichy Associates		HO inward no.			
Firm/Company SCLP		Project SCLP		HO received date	
PO/WO date 14.06.22		PO/WO No. 89175.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	971	15.06.22	182,000.00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	Inward No: 11385 @ NCH.			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:					182,000.00
Amount E – PO / WO value:					181,999.67
Amount F – Difference (A – E):					0.23
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 & close this P.O (original invoice missing, so through certified true copy we are processing now).					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		30.03.23			
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

PO no. 59175	PO date: 14-06-2022	Req no.: 167894	Advice Scan ID	
Barcoded PO available ☒ Y ☐ N	Invoice original available ☐ Y ☒ N	Copy available ☒ Y ☐ N	POD available ☒ Y ☐ N	
Data required from site/engineers				
MRN nos. related to PO	N9h Pinward no: 11385 Jtd. 15-06-22			
☐ 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.				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Ashu	Sign: Ashu	Date: 29-03-2023		
Data required from accounts				
☐ Checked with E&D for receipt of bills.				
☒ Bills not received against this PO.				
☐ Part bill received against this PO.				
☐ All bills received against this PO.				
☒ Advance paid against this PO 100%				
Amount paid: 1,82,000/-		Date of payment: 20/06/2022		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1				
2				
3				
4				
5				
6				
Remarks by Accountants:				
Prepared by: B. Sudhan	Sign: Sudhan	Date: 29/02/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by				
Sign				
Date:				
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1	971	15.06.22	182,000 -00	
2				
3				
Remarks: Need MD's approval for enclosed bill (certified true copy)				
Prepared by: Ravi				
Sign: [Signature]				
Date: 29.03.23				
Advice by MD - action to be taken				
☐ Get certified bill from supplier (not original).				
☐ Prepare bill in SSLP for material supplied.				
☒ Thereafter, prepare advice for credit to supplier and send to Soham for processing.				
☒ Close PO				
☐ Keep PO open. Material awaited				
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham		Sign:		Date:

APPROVED BY
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

Email : sbma233@gmail.com
 Phone : 040 68784365
 Cell No. : 09246524365

SRI BALAJI MARKETING ASSOCIATES

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

GSTIN : 36ACPPC4261Q1Z3

IRN : 8da407ea757210dffafcf83a0615910d22d3b1fde1961b922dc713f007dd-bea

Ack No.: 112213339892352

Ack Date: 15-Jun-22

PO-89175

**Billing Address**

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

Shipping Address

Name : **SUMMIT SALES LLP**
 Address: NILGIRI HEIGHTS SITE
 POCHARAM GHATKESAR
 MR VIJAY KUMAR PH
 9849497484
 GSTIN : 36ACQFS2044C1Z7

Invoice No. : 971

Date : 15-Jun-22

P.O No. : 89175/169894

P.O Date : 15-Jun-22

Truck No. : AP16TY7227

EwayBill No : 101486919814

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti OPC	25232910	520.00	350.00	1,42,188.80	19,906.43	19,906.43	
TOTAL			520.00		1,42,188.80			

CGST Amount : 19,906.43

SGST Amount : 19,906.43

IGST Amount

Total Taxable Amount 1,42,188.80

CGST 14% 19,906.43

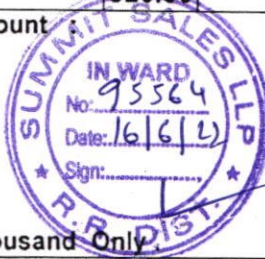
SGST 14% 19,906.43

IGST 28%

Round Off (-)1.66

Grand Total 1,82,000.00

Value In Rs. : INR One Lakh Eighty Two Thousand Only



Bank : HDFC BANK LTD

Branch Name : RTC X Roads

Account No : 50200050652389

IFS Code : HDFC0000472

Bank : SBI (Ashoknagar Branch)

Branch Name : Ashoknagar, Hyderabad

Account No : 35706838384

IFS Code : SBIN0016658

For SRI BALAJI MARKETING ASSOCIATES

INWARD	
Inward No: 11385	Dt: 15/06/22
MRN No:	Dt:
Received By: [Signature]	Sign: [Signature]
NILGIRI HEIGHTS	



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

Page(s) 1 Of 1

14-06-2022 1:46:06 PM



89175

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 Balaji Marketing Associates

Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020

9246524365

9246524365

Doc No

89175

169894

Doc Date

14-06-2022

Quote No

NIL

Quote Date

14-06-2022

SupplyType

Supply

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3001 - Cement - 53 grade - 50kgs - bags OPC	520.00	273.44	0.00	28.00	181,999.67
Total Order Value . . .					181,999.67

Rupees : One Lakh(s) Eighty One Thousand Nine Hundred Ninty Nine and Paise Sixty Seven Only.

Terms and Conditions :-**Specification / Brand** All items shall be of PARASAKTHI brand/company**Payment Terms** 100% as advance**Tax** All taxes included in above price.**Delivery Date** Next Working Day.**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 1,82,000/- Dt 20/06/2022.**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Material for NGH purpose.**Completion Date** NIL**Measurment** NIL**Security** NIL**Remarks** Delivery at Pocharam NGH Contact Person Mr Vijay-9849497484.**For MDs APPROVAL**

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

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Sri Balaji Marketing Associates**

Name : _____

Date : ____/____/____

Requisition Form							
Company Name: SLLP		Date:	14.06.2022				
Site & Phase: SHLLP		Time:	12:00				
Supplier:		Req. No.	169894				
Material required before date: 15.06.2022		ID No.	77230				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CEMT 1830-Cement-OPC-53--50kg-Bags	580	60	520			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For NGH Purpose.							
Engineer		Project Manager					
Prepared By: N. Vanajakshi							
Approved By: Minish							
Sign & Date: 14.06.2022							

80
89175

✓

APPROVED
Purchase

14 JUN 2022

MINISH PARIKH
MANAGER PROJECTS

APPROVED BY

15 JUN 2022

SOM MOJI
MANAGING DIRECTOR

TAX INVOICE

Email : sbma233@gmail.com
Phone : 040 66784365
Cell No. : 09246524365

SRI BALAJI MARKETING ASSOCIATES

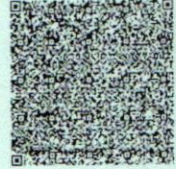
DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO Cements
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 8da407ea757210dffafcf83a0615910d22d3b1fde1961b922dc713f007d-dbea

Ack No.: 112213339892352

Ack Date: 15-Jun-22



Billing Address	Shipping Address	Invoice No. : 971
Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Date : 15-Jun-22
Address: 5-4-187/34, MG ROAD, SECUNDERABAD	Address: NILGIRI HEIGHTS SITE POCHARAM GHATKESAR MR VIJAY KUMAR PH 9849497484	P.O No. : 89175/169894
GSTIN: 36ACQFS2044C1Z7	GSTIN : 36ACQFS2044C1Z7	P.O Date : 15-Jun-22
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CGST 14% 19,906.43

SGST 14% 19,906.43

Round Off (-)1.66

Grand Total 1,82,000.00

Value In Rs. : INR One Lakh Eighty Two 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



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 .