PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30.03.23	Prepared by	V. RAVI	Serial no.	**16064**
Supplier name	Shiv Shakti Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	20.04.21	PO/WO No.	76493	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	004	22.04.21	147,501-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	147,501-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inward NO: 10724 @ MGA	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:	147,501-00
Amount E – PO / WO value:	159,300-86
Amount F – Difference (A – E):	0.14
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: 40 Bags short received & refund to be collect. find bill & close this P.O. (Through certified true copy we are processed.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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 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. 10016 Date 30/3/23 Sign.

Form for closure of purchase order

PO no.:	76493	PO date:	20-04-2021	Req. no.:	168601	Advice Scan ID	
Barcoded PO available	☐ Y/✓N	Invoice original available		☐Y/☐N /✓Copy available		POD available	✓☐Y/☐ N

Data required from site/engineers:

MRN nos. related to PO: Inward NO: 10724, dated 22-04-2021

✓☐ 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: 500 bags received out of 540 bags.

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: Jeevana Sign: Date: 28-03-2023

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: 1,59,301/- Date of payment: 20/04/2021

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: B. Sudheer Sign: Sudheer Date: 28/03/23

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.	004	22.04.21	147,501-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed bill (certified True copy)

Prepared by: Ravi Sign: Date: 29.03.23.

Advice by MD - action to be taken.

☐ Get certified bill from supplier (not original). ✓☐ Prepare bill in SSLLP 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:

NOTE: Balance Amount Credit NOTE to be received from vendor.

29/03/23,

APPROVED BY
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-03-2023 15:51:26

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

Shiv Shakti Enterprises
5-5-51,109,Mittal Chambers,M.G.Road,Secunderabad.

GSTIN 0

9160915096

Doc No	76493	168601
Doc Date	20-04-2021	
Quote No	NIL	
Quote Date	20-04-2021	
SupplyType	Supply	

Kind Attn : Mr Piyush

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	3002 - Cement - PPC - 50kgs - bags	540.00	230.47	0.00	28.00	159,300.86
					Total Order Value . . .	**159,300.86**

Rupees : One Lakh(s) Fifty Nine Thousand Three Hundred and Paise Eighty Six Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% as advance & balance
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Freight & Insurance included in above price.
Warranty	Nil
Advance Paid	RS.1.59,301/-
Other Terms	Hammali Charges Included.Above material for site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Delivery at MGA-Turkapally- Contact Person Mr Madhu-9502211499.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shiv Shakti Enterprises***

Name : ____________________

Name : ____________________

Date : __/__/____

Tax Invoice

SHIV SHAKTI ENTERPRISES 5-5-51, 109, MITTAL CHAMBARS, M.G.ROAD, SECUNDERABAD, Hyderabad, GSTIN/UIN: 36BVNPB6171N1Z3 State Name : Telangana, Code : 36	Invoice No. **004**	Dated **22-Apr-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **SUMMIT SALES LLP** 5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	
Buyer (Bill to) **SUMMIT SALES LLP** 5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36		

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**2930 - Cement Ppc**	2930	**500 BAG**	230.47	BAG	**1,15,235.00**
	CGST-14%			*14*	%	**16,132.90**
	SGST -14%			*14*	%	**16,132.90**
	RO					**0.20**
	Total		**500 BAG**			**₹ 1,47,501.00**

Amount Chargeable (in words) *E. & O.E*

INR One Lakh Forty Seven Thousand Five Hundred One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
2930	1,15,235.00	14%	16,132.90	14%	16,132.90	32,265.80
Total	**1,15,235.00**		**16,132.90**		**16,132.90**	**32,265.80**

Tax Amount (in words) : **INR Thirty Two Thousand Two Hundred Sixty Five and Eighty paise Only**

Company's Bank Details
Bank Name : **01 HDFC BANK LTD-4880**
A/c No. : **50200063594880**
Branch & IFS Code : **RANIGUNJ & HDFC0006186**

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

for SHIV SHAKTI ENTERPRISES

"TRUE COPY"

SHIV SHAKTI ENTERPRISES

Authorised Signatory

Proprietor

This is a Computer Generated Invoice