PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30.03.23	Prepared by	V. RAVI	Serial no.	16062
Supplier name	Shiv Shakti Enterprises			HO inward no.	
Firm/Company	SRLP	Project	SHLP	HO received date	
PO/WO date	07.02.22	PO/WO No.	85246	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	016	16.02.22	90,000-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	90,000-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: Inward No: 12088 @ GHP — 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:	90,000-00
Amount E – PO / WO value:	90,000-00
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 & close this P.O. (Note:- Orginal Invoice Missing, So 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 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. 10018 Date 3-4-23 Sign SEC'BAD

Form for closure of purchase order

PO no.:	85246	PO date:	07/02/22	Req. no.:	169450	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	Inwd No: 12088 dtd 10/02/22	
□ 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:	As per the PO 85247 issued to Site.	

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: D. Devi	Sign: D. Devi	Date: 29/03/23.

Data required from accounts:

☑	Checked with E&D for receipt of bills.	
□ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
☑ Advance paid against this PO 100%	Amount paid: 30,000/-	Date of payment: 08/02/2022

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. Sudhir	Sign: Sudhir	Date: 29/03/23

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.	016	16.02.22	90,000-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed 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:

APPROVED BY
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

28-03-2023 12:21:36

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**	85246	169450
	Doc Date	07-02-2022	
	Quote No	NIL	
	Quote Date	07-02-2022	
	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	300.00	234.38	0.00	28.00	90,000.00
Rupees : Ninty Thousand Only.					**Totai Order Value . . .**	**90,000.00**

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.90,000/-
Other Terms	Hammali Charges Rs.5/-Extra.Above order for GHT.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Delivery at Kowkur GHT Contact Person Mr Suresh-9502232100.

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.	e-Way Bill No.	Dated
016		**16-Feb-22**
Delivery Note		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No.		Dated
Dispatch Doc No.		Delivery Note Date
Dispatched through		Destination
Terms of Delivery		

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 (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	**300 BAG**	234.38	BAG	**70,312.50**
	CGST-14%			*14*	*%*	**9,843.75**
	SGST -14%			*14*	*%*	**9,843.75**
	Total		**300 BAG**			**₹ 90,000.00**

Amount Chargeable (in words) *E. & O.E*
INR Ninety Thousand Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
2930	70,312.50	14%	9,843.75	14%	9,843.75	19,687.50
Total	**70,312.50**		**9,843.75**		**9,843.75**	**19,687.50**

Tax Amount (in words) : **INR Nineteen Thousand Six Hundred Eighty Seven and Fifty 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

For SHIV SHAKTI ENTERPRISES
Authorised Signatory
Proprietor

This is a Computer Generated Invoice

"TRUE COPY"