PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 30.03.23 | Prepared by | V. RAVI | Serial no. | **16061** |
| Supplier name | Shivashakti Enterprises | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 76501 | PO/WO No. | 20.04.21 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 003 | 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: 4092 | 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: | 191,751-00 |
| Amount F – Difference (A – E): | 44,250-00 |
| 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: find bill & close the PO. (Note:- Original Invoice missing, so through Certified True copy we are ~~ardosed~~ Processed now.

| 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. * HYDERABAD
INWARD No. 10019
Date 30/3/23
Sign

Form for closure of purchase order

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | 76501 | PO date: | 20.04.21 | Req. no.: | 168602 | Advice Scan ID | |
| Barcoded PO available | □ Y/☑ N | Invoice original available | □Y/□N /☑Copy available | | | POD available | ☑Y/□ N |
| Data required from site/engineers: | Inwd No: 4092 dtd 23.04.21 | | | | | | |
| 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: part material will received (500 bags PPC cement out of 650 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: Basaveshwari | Sign: [signature] | 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: 1,81,751/- | 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: 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. | 003 | 22.04.21 | 147,501-00 | |
| 2. | | | | |
| 3. | | | | |

Remarks: Need MD's Approval for enclosed 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 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:- Remaining Amount credit Note to be received from vendor.

[signature] 29/3/23

APPROVED BY
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

# Purchase Order

 20-02-2023 15:38:30 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 | **Doc No** | 76501 | 168602 |
| 5-5-51,109,Mittal Chambers,M.G.Road,Secunderabad. | **Doc Date** | 20-04-2021 | |
| | **Quote No** | NIL | |
| **GSTIN** 0 | **Quote Date** | 20-04-2021 | |
| 9160915096 | **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 | 650.00 | 230.47 | 0.00 | 28.00 | 191,751.04 |
| | | | | **Total Order Value . . .** | | **191,751.04** |

Rupees : One Lakh(s) Ninty One Thousand Seven Hundred Fifty One and Paise Four 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Freight & Insurance included in above price. |
| **Warranty** | Nil |
| **Advance Paid** | RS.1,91,751/- |
| **Other Terms** | Hammali Charges Included.Above material for site use purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | Delivery at GMR-Mallapur- Contact Person Mr Ramprasad-8309938133. |

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Shiv Shakti Enterprises*

Name : ____________________

Name : ____________________

Date : __/__/____

# MATERIAL INWARD REGISTER



| Inward No. | Date | Time | Supplier | Item Description | Item Size | Quantity | Units | DC No. | Vehicle No. | Delivered by | Received by | Engineer's Signature | Security Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4091 | 22/4/21 21/4/21 | 10:30 | Summit sales Cp P.O.NO - 76470/ | ① Regal Beige | 600×1200 mm | 300 | Box's | 3771 | TS32T 2042 | Paul | Amit | | |
| 4092 | 23/4/21 | 7:40 | summit sales Cp Shiv shakti Enterprises | ① PSC Cement P.O.No.- 76504/68931 | 50 kg | 500 | Bags | 15195 | By lorry | Paul | Amit | | |
| 4093 | " | 13:01 | Ambees Bakery | ① Badam milk | | 02 | NO's | 2962 | By Bike | Narshim | Amit | | |
| | | | | ② Cade | | 02 | " | | | | | | |
| 4094 | " | 17:08 P.O.NO - 76492/ | Sai Vishal Cnt | ① Inter lock Type II | 8"×8"×16" | 500 | NO's | 041 | TS12UC 2216 | Paul | Amit | | |
| 4095 | " | 17:48 P.O.NO - 76492/ | Sai Vishal Enterprises | ① Interlock Type II | 8"×8"×16" | 500 | NO | 042 | TS08UE 9193 | Paul | Amit | | |
| 4096 | 24/4/21 | 10:00 P.O.NO - 76657/ | Summit sales Cp | ① malabhijam Brown DK | 10"×15" | 80 | BOX's | 3773 | By Hand | Paul | Amit | | |
| 4097 | " | 16:17 P.O.NO - 76492/ | Sai Vishal Ent | ① Interlock Type II | 8"×8"×16" | 500 | NO's | 043 | TS12UE 2216 | Paul | Amit | | |
| 4098 | " | 16:15 P.O.NO - 76301/76305 76306/ | Sri Balaji Ent | ① Lpati | 1'×1' | 150 | NO | 12 | TS10UB 5127 | Shekar | Amit | | |
| | | | | ② SS Screw | 75×8mm | 03 | Pkt | | | | | | |
| | | | | ③ SS Screw | 25×6mm | 03 | " | | | | | | |
| | | | | ④ SS Screw | 35×6mm | 06 | " | | | | | | |
| | | | | | | 30 | Bundle | 14654 | [illegible] | [illegible] | Amit | | |
| | | | | | 1/18 | | " | | | | | | |

# Tax Invoice

| | | |
|---|---|---|
| **SHIV SHAKTI ENTERPRISES**<br>5-5-51, 109, MITTAL CHAMBARS,<br>M.G.ROAD, SECUNDERABAD, Hyderabad,<br>GSTIN/UIN: 36BVNPB6171N1Z3<br>State Name : Telangana, Code : 36 | Invoice No.<br>**003** | Dated<br>**22-Apr-21** |
| | Delivery Note | Mode/Terms of Payment |
| | Reference No. & Date. | Other References |
| Consignee (Ship to)<br>**SUMMIT SALES LLP**<br>5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD,<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No. | Dated |
| | Dispatch Doc No. | Delivery Note Date |
| | Dispatched through | Destination |
| Buyer (Bill to)<br>**SUMMIT SALES LLP**<br>5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD,<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Terms of Delivery | |

| 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 | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | 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**
Proprietor

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"

SHIV SHAKTI ENTERPRISES