PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01/04/23	Prepared by	V.RAVI	Serial no.	**16068**
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLP	HO received date	
PO/WO date	29.11.22	PO/WO No.	20221129005	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3260	29.11.22	168,847-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	168,847-00

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	Inwd No: 10674	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:	168,847-00
Amount E – PO / WO value:	168,847-00
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: Final bill & Close this P.O (NOTE) Original bill 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:		[signature]			
Date		01/04/23.			
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. SEC'BAD INWARD No. 02 Date 11/4/23 Sign.

Form for closure of purchase order

PO no.: 80221129005	PO date:		Req. no.:		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	VIDE: 10674, Dt: 30/[illegible]/2022	
☐ 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:

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: Shivani	Sign:	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	Amount paid: 1,68,847/-	Date of payment: 5/12/22

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: D. Lavgs	Sign:	Date: 30/3/22

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.	3260	29.11.22	168,847-00	
2.				
3.				

Remarks: Need MD's Approval to enclosed certified True copy from supplier.

Prepared by: Ravi	Sign:	Date: 31.03.23.

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
-1 APR 2023
SOHAM MODI
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 : **21fc4164c63b8ec96aa3310ae39cd6d8fbfb0645a8cee79a3a2477a05b-a93b05**
Ack No. : **112214661628439**
Ack Date : **29-Nov-22**

Billing Address	Shipping Address		
Name : **SUMMIT SALES LLP**	Name : **SUMMIT SALES LLP**	Invoice No.	: 3260
Address : 5-4-187/34,MG ROAD, SECUNDERABAD	Address : GVRC SITE, TURKAPALLY SHAMIRPET TURKAPALLY Madhu-9502211499.	Date	: 29-Nov-22
GSTIN : 36ACQFS2044C1Z7		P.O No.	: 20221129005
PAN No. :		P.O Date	: 29-Nov-22
Phone :		Truck No.	: AP23Y3404
	GSTIN : 36ACQFS2044C1Z7	EwayBill No	: 191562243791

SI No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti PPC	25232930	550.00	307.00	1,31,912.00	18,467.68	18,467.68	
2								
	TOTAL		**550.00**		**1,31,912.00**			

CGST Amount : **18,467.68**
SGST Amount : **18,467.68**
IGST Amount :

Total Taxable Amount	1,31,912.00
CGST 14%	18,467.68
SGST 14%	18,467.68
Round Off	(-)0.36
Grand Total	**1,68,847.00**

Value In Rs. : **INR One Lakh Sixty Eight Thousand Eight Hundred Forty Seven Only .**

Bank	: **HDFC BANK LTD**	**Bank**	: **SBI (Ashoknagar Branch)**
Branch Name	: **RTC X Roads**	**Branch Name**	: **Ashoknagar, Hyderabad**
Account No	: **50200050652389**	**Account No**	: **35706838384**
IFS Code	: **HDFC0000472**	**IFS Code**	: **SBIN0011658**

For SRI BALAJI MARKETING ASSOCIATES

Terms & Conditions :

IN
Inward No: 10674 30/11/22
MRN No:
Received By.
Center Pvt. Ltd.

Authorised Signatory

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 .

2000
1800
800
600
~~2000~~

Purchase Order

Original

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location: NA ,, ,

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	20221129005	Quote No	NIL
	PO Date	29 Nov 2022	Quote Date	29 Nov 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	CEMT9218-Cement-PPC---50kg-Bag	550.00	239.84	0%	1,31,912	0%	14%	14%	0	18,468	18,468	1,68,847
							Total Amount ...		0	18,468	18,468	1,68,847

Rupees in words : One Lakh Sixty Eight Thousands Eight Hundred And Forty Seven .three Six PaiseOnly.

Terms and Conditions:-

Cement brand :	Parasakthi.
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

POD ✓

Remarks : Delivery at GVRC Turkapally Contact Person Mr Madhu-9502211499.

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

APPROVED
29 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

Company Name	Summit Sales LLP	Date	29 Nov 2022
Site Or Phase	NA	Time	09:57:01
Flat/Villa/Other		Req.No.	206475
Material required before date		ID No	20221129001

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	550.00	0	550.00	315.00		

Remarks:

239/843

Prepared By :- Minish Parikh

Approved By:-

Sign:-

1,68,850/-

Sign:-

Date :- 29 Nov 2022

Date:-

Note: On receipt of material at site write inward number and date in last two columns

APPROVED
29 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

TAX INVOICE

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

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IFS Code	**: HDFC0000472**	**IFS Code**	**: SBIN0011658**

For SRI BALAJI MARKETING ASSOCIATES

SRI BALAJI MARKETING ASSOCIATES CELL: 9246524365

"TRUE COPY"

Authorised Signatory

Terms & Conditions :

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