PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 01.04.23 | Prepared by | V. RAVI | Serial no. | 16067 |
| Supplier name | Pranav Agency | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 11.10.22 | PO/WO No. | 20221011003 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1041 | 14.10.22 | 157,504-00 | ☑ Yes □ No |
| 2. | 1042 | 14.10.22 | 96,600-00 | ☑ Yes □ No |
| 3. | 1044 | 14.10.22 | 40,951-00 | □ Yes □ No |
| 4. | | | / | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 295,055-00 |

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

| | | | |
|---|---|---|---|
| MRN nos.: | | 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: | 295,055-00 |
| Amount E – PO / WO value: | 330,004-00 |
| Amount F – Difference (A – E): | 34,949-00 |

| | |
|---|---|
| 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, but 90 bags steel |

Remarks: ~~received~~ supplied by vendor, so credit note to be received.
This is final bill & close this P.O.

| 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. 65
Date 1/4/23
Sign.

Form for closure of purchase order

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: 2022101103 | PO date: 11.10.22 | | Req. no.: 196324 | | 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: GVDC Inward no :- 1720 & 1721 dtd 14/10/2022 | | | | | | | |
| ✓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: (1) we kept Req. PPC-500, but we received 630 (2) OPC kept 500 we received 280 bag ✓ | | | | | | | |

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: | Sign: 29/3/2023 | 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: 3,30,000/- | Date of payment: 12/10/22 |

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. Large. | Sign: | Date: 31/3/23 |

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. | 1041 | 14.10.22 | 157,504-00 | |
| 2. | 1042 | 14.10.22 | 96,600-00 | |
| 3. | 1044 | 14.10.22 | 40,951-00 | |

Remarks: Need MD's Approval for enclosed Certified True copies

| | | |
|---|---|---|
| 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

Note: Balance Amount Credit note to be received from Vendor.

31/3/23

# GENERAL MATERIAL INWARD REGISTER

| Inward No. | Date | Time | Supplier | Item Category | Item Desc | Item Size | Quantity | Units | D.C.No | P.O.No | Vehicle No | Delivered by | Received by | Engineer's Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1715 | 13.10 | 10.00 | Praful Sanitary | 1 GPVC | Bend | 40 mm | 20 | no | 693 | 92930 | TS10UA 9143 | Madhu | Nizam | |
| | | | | 2 " | Elbow 45' | 32 mm | 10 | no | | | | | | |
| | | | | 3 " | Bend | 50 mm | 10 | no | | | | | | |
| | | | | 4 " | Elbow | 50 mm | 10 | no | | | | | | |
| | | | | 5 " | Coupler | 50 mm | 15 | no | | | | | | |
| | | | | 6 " | Ball Valve | | 04 | no | | | | | | 14/10/22 |
| 1716 | " | 10.51 | Shree Dhanlakshmi Sanitary | 1 32 MF | 4H Bod | | 01 | no | — | | By Bike | Sai | Nizam | |
| 1717 | " | 14.51 | Praful Sanitary | 1 HDPE Pipe | | 75 mm 6Kg | 150 | mtrs | 676 | 92740 | AP13X6767 | Party | Nizam | |
| 1718, | " | | Praful Sanitary | 1 Drain Pipe | | 160 mm | 60 | no | 695 | 92740 | TS13UC 6537 | Party | Nizam | |
| 1719, | " | 17.36 | Shree Dhanlakshmi Sanitary | 1 P | Drap | | 01 | no | — | | By Bike | Amio | Nizam | |
| 1720 | 14.10 | 8.57 | Summit Sales IIP | 1 PPC Cement | | 50 Kg | 630 | Bag | | 20221011002 | TS07UE 2708 | Party | Nizam | 14/10/22 |
| 1721 | " | 13.36 | Summit Sales IIP | 1 OPC Cement | | 50 Kg | 280 | Bag | | 20221011002 | KA32G 6986 | Party | Nizam | |
| 1722. | " | 16.30 | SVR Pumps Allied Services | 1 | Motor | 3 HP | 01 | no | 49 | | TS10UB 8387 | K.Raju | " | |
| | | | | 2 | Pump | | 01 | no | | | | | | |
| | | | | 3 | Motor | 3 HP | 01 | no | | | | | | 14/10/22 |
| 1723. | " | " | Praful Sanitary | 1 GPVC MABT | | (50X50 mm | 05 | no | 681 | 92742 | " | " | " | |
| | | | | 2 " | Tee | 50 mm | 08 | no | | | | | | |
| | | | | 3 " | Pipe | 50 mm | 20 | no | | | | | | |
| | | | | 4 " | Coupler | 40 mm | 50 | no | | | | | | |
| | | | | 5 " | Brass Tee | (20X15 mm | 10 | no | | | | | | |
| | | | | 6 PVC | P Trap | (110X110 mm | 04 | no | | | | | | |
| | | | | 7 " | Plain Tee | 110 mm | 04 | no | | | | | | |
| | | | | 8 FRP | Frame Cover | (600X600 | 06 | no | | | | | | |

# Purchase Order

Original

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

| Supplier Details | | | | |
|---|---|---|---|---|
| PRANAV AGENCIES<br>311 , 3rd Floor Ispat Bhavan, Distillery Road, Ran<br>Hyderabad,TG,<br>GSTIN:36AGKPK7722P1ZQ<br>Mr. Kalpesh,9989210123 | PO No | 20221011003 | Quote No | NIL |
| | PO Date | 11 Oct 2022 | Quote Date | 11 Oct 2022 |
| | Supply Type | Purchase Order | 170414 170414 / 81487 | |

| SNo. | Item Name | Qty | Rate | Dis% | Taxable Amount | GST% | | | | | | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | IGST% | CGST% | SGST% | IGST AMT | CGST AMT | SGST AMT | |
| 1 | CEMT1830-Cement-OPC-53-50kg-Bag | 500.00 | 269.53 | 0% | 1,34,766 | 0% | 14% | 14% | 0 | 18,867 | 18,867 | 1,72,500 |
| 2 | CEMT9218-Cement-PPC---50kg-Bag | 500.00 | 246.10 | 0% | 1,23,050 | 0% | 14% | 14% | 0 | 17,227 | 17,227 | 1,57,504 |
| | | | | | | | | Total Amount ... | 0 | 36,094 | 36,094 | 3,30,004 |

Rupees in words : Three Lakh Thirty Thousands Three .eight Four PaiseOnly.

Terms and Conditions:-

| | |
|---|---|
| Cement brand : | Suvarna,Hemadri,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 |

**For MDs APPROVAL**

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



11/10/22 12:07:45 PM

Note:- 910 Bags received out of 1000 Bags
short fall - 90 Bags.

# Purchase Order

Original

Remarks : Delivery at GVDC Turkapally Contact Person Mr Subba Reddy-7674808777.

| | |
|---|---|
| For Summit Sales LLP | Accepted the above Terms And Conditions<br>For PRANAV AGENCIES |
| Authorised Signatory | |
| Name :- | |
| Sign:- | |
| Date :- | Date :- |

APPROVED
11 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Summit Sales LLP | Date | 11 Oct 2022 |
| Site Or Phase | NA | Time | |
| Flat/Villa/Other | Other | Req.No. | 196234 |
| Material required before date | | ID No | 20221011003 |

| S.No | Description | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|---|---|---|---|---|---|---|---|
| 1 | CEMT1830-Cement-OPC-53-50kg-Bag | 500.00 | 0 | 500.00 | 350.00 | 269/531 | 28/ |
| 2 | CEMT9218-Cement-PPC---50kg-Bag | 500.00 | 0 | 500.00 | 315.00 | 246/10 | 28/ |

Remarks: Site use purpose

Prepared By :- Minish Parikh

Sign:-

Date :- 11 Oct 2022

Approved By:-

Sign:-

Date:-

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

APPROVED
11 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT

# Tax Invoice

| | | |
|---|---|---|
| **PRANAV AGENCIES**<br># 15, 2-1-150, 1st Floor,<br>H.M.Ishaque Estate, M.G.Road<br>SECUNDERABAD - 500 003.<br>GSTIN/UIN: 36AGKPK7722P1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : kalpesh218@gmail.com | Invoice No. **1041** e-Way Bill No. | Dated **14-Oct-2022** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No. **20221011003** | Dated **11-Oct-2022** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination **Turkapally** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **500 BAGS** | 246.10 | BAGS | **1,23,050.00** |
| | ***CGST*** | | | | | **17,227.00** |
| | ***SGST*** | | | | | **17,227.00** |
| | Total | | **500 BAGS** | | | **₹ 1,57,504.00** |

*E. & O.E*

Amount Chargeable (in words)

**INR One Lakh Fifty Seven Thousand Five Hundred Four Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| | 1,23,050.00 | 14% | 17,227.00 | 14% | 17,227.00 | 34,454.00 |
| **Total** | **1,23,050.00** | | **17,227.00** | | **17,227.00** | **34,454.00** |

Tax Amount (in words) : **INR Thirty Four Thousand Four Hundred Fifty Four Only**

**"TRUE COPY"**

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

**for PRANAV AGENCIES**

PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice

# Tax Invoice

| | | |
|---|---|---|
| **PRANAV AGENCIES**<br># 15, 2-1-150, 1st Floor,<br>H.M.Ishaque Estate, M.G.Road<br>SECUNDERABAD - 500 003.<br>GSTIN/UIN: 36AGKPK7722P1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : kalpesh218@gmail.com | Invoice No. e-Way Bill No.<br>**1042** | Dated<br>**14-Oct-2022** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**20221011003** | Dated<br>**11-Oct-2022** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination<br>**Turkapally** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **280 BAGS** | 269.53 | BAGS | **75,468.40** |
| | ***CGST*** | | | | | **10,565.58** |
| | ***SGST*** | | | | | **10,565.58** |
| | ***ROUND OFF*** | | | | | **0.44** |
| | Total | | **280 BAGS** | | | **₹ 96,600.00** |

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

**INR Ninety Six Thousand Six Hundred Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| | 75,468.40 | 14% | 10,565.58 | 14% | 10,565.58 | 21,131.16 |
| **Total** | **75,468.40** | | **10,565.58** | | **10,565.58** | **21,131.16** |

Tax Amount (in words) : **INR Twenty One Thousand One Hundred Thirty One and Sixteen paise Only**

"TRUE COPY"

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

**for PRANAV AGENCIES**

Authorised Signatory

This is a Computer Generated Invoice

# Tax Invoice

| | | |
|---|---|---|
| **PRANAV AGENCIES**<br># 15, 2-1-150, 1st Floor,<br>H.M.Ishaque Estate, M.G.Road<br>SECUNDERABAD - 500 003.<br>GSTIN/UIN: 36AGKPK7722P1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : kalpesh218@gmail.com | Invoice No.<br>**1044** | Dated<br>**14-Oct-2022** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No. | Dated |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **130 BAGS** | 246.10 | BAGS | **31,993.00** |
| | ***CGST*** | | | | | **4,479.02** |
| | ***SGST*** | | | | | **4,479.02** |
| | *Less :* ***ROUND OFF*** | | | | | **(-)0.04** |
| | Total | | **130 BAGS** | | | **₹ 40,951.00** |

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

**INR Forty Thousand Nine Hundred Fifty One Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| | 31,993.00 | 14% | 4,479.02 | 14% | 4,479.02 | 8,958.04 |
| **Total** | **31,993.00** | | **4,479.02** | | **4,479.02** | **8,958.04** |

Tax Amount (in words) : **INR Eight Thousand Nine Hundred Fifty Eight and Four paise Only**

**"TRUE COPY"**

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

**for PRANAV AGENCIES**

PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice