PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/04/23	Prepared by	V.RAVI	Serial no.	**16092**
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15.11.22	PO/WO No.	2022111407	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3053	15.11.22	187,200-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	187,200-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	Inward No: 2595 dtd 16/11/22	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:	187,200-00
Amount E – PO / WO value:	187,200-00
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 (Notes: Original Invoice 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		03.04.23			
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. 13
Date 3/4/23
Sign

Form for closure of purchase order

PO no.: 2022111400 7	PO date:	15.11.22	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	Inwd No: 2595 dtd 16/11/22 @ NRK

☐ 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: full material received.

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: S. Shravya	Sign:	Date: 09/03/23

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	Amount paid: 1,87,200/-	Date of payment: 18/11/22.

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: D. Lavanya	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.	3053	15.11.22	187,200.00	
2.				
3.				

Remarks: Need MD's approval to/get enclosed certified true copy from vendor

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
3 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

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 : 4bee9fec1b5a7747cd9348732a6e5fd099047e8ead789d00d6679d78f48-738fe

Ack No.: 112214549978113
Ack Date: 15-Nov-22

P.O NO: 2022 111 4007.

Billing Address	Shipping Address	
Name : SUMMIT SALES LLP Address: 5-4-187/34,MG ROAD, SECUNDERABAD **GSTIN: 36ACQFS2044C1Z7** PAN No.: Phone:	**Name : SUMMIT SALES LLP** Address: NRK SITE, TURKAPALY SHAMIRPET TURKAPALY PH 8978362427 MR RAHUL GSTIN : 36ACQFS2044C1Z7	Invoice No. : 3053 Date : 15-Nov-22 P.O No. : P.O Date : Truck No. : TS08UH8849 EwayBill No : 161555611117

Sl No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti PPC	25232930	600.00	312.00	1,46,250.00	20,475.00	20,475.00	
	TOTAL		600.00		1,46,250.00			

CGST Amount : 20,475.00 IGST Amount :
SGST Amount : 20,475.00

Total Taxable Amount	1,46,250.00
CGST 14%	20,475.00
SGST 14%	20,475.00
IGST 28%	
Round Off	
Grand Total	**1,87,200.00**

Value in Rs. : INR One Lakh Eighty Seven Thousand Two Hundred 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

Authorised Signatory

Terms & Conditions:

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 .

INWARD
Inward No: 2595 Dt: 16/11/22
MRN No: Dt:
Received By: NAMS Sign:
DR.NRK BIOTECH PVT LTD

Yell Group 9059192472

Note: cement unloading (Hamali) charges paid total cement = 600 Bags
600 Bags x 6 Rs = 3600 / 24 persons

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	20221114007	Quote No	NIL
	PO Date	14 Nov 2022	Quote Date	15 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	600.00	243.75	0%	1,46,250	0%	14%	14%	0	20,475	20,475	1,87,200
								Total Amount ...	0	20,475	20,475	1,87,200
Rupees in words : One Lakh Eighty Seven Thousands Two Hundred Only.												

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 1 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

Purchase Order

Original

Remarks : Delivery at NRK Turkapally Contact Person Mr Rahul-8978362427.

For Summit Sales LLP	Accepted the above Terms And Conditions For Sri Balaji Marketing Associates
Authorised Signatory	
Name :- APPROVED	
Sign:- 15 NOV 2022	
Date :- MINISH PARIKH MANAGER PROCUREMENT	Date :-

Requisition Form

Company Name	Summit Sales LLP	Date	14 Nov 2022
Site Or Phase	NA	Time	02:44:10
Flat/Villa/Other	Other	Req.No.	186446
Material required before date		ID No	20221114005

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	600.00	0	600.00	315.00		

Remarks: Main block plastering use purpose.

Prepared By :- Minish Parikh

Sign:-

Date :- 14 Nov 2022

Approved By:-

Sign:-

Date:-

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

APPROVED

14 NOV 2022

MINISH PARIKH
MANAGER PROCUREMENT

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

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Ack No.: **112214549978113**
Ack Date: **15-Nov-22**

Billing Address	Shipping Address	
Name : SUMMIT SALES LLP **Address:** 5-4-187/34,MG ROAD, SECUNDERABAD **GSTIN: 36ACQFS2044C1Z7** **PAN No.:** **Phone :**	**Name : SUMMIT SALES LLP** **Address:** NRK SITE,TURKAPALY SHAMIRPET TURKAPALY PH 8978362427.MR RAHUL **GSTIN : 36ACQFS2044C1Z7**	**Invoice No.** : 3053 **Date** : 15-Nov-22 **P.O No.** : 20221114007 **P.O Date** : 14-Nov-22 **Truck No.** : TS08UH8849 **EwayBill No** : 161555611117

Sl No.	Descriptions of Goods	HSN	Qty	Rate Incl. Tax	Taxable Amount	CGST 14 %	SGST 14 %	IGST 28 %
1	Parasakti PPC	25232930	600.00	312.00	1,46,250.00	20,475.00	20,475.00	
	TOTAL		**600.00**		**1,46,250.00**			

CGST Amount : 20,475.00 **IGST Amount :**
SGST Amount : 20,475.00

Value In Rs. : INR One Lakh Eighty Seven Thousand Two Hundred Only .

Total Taxable Amount	**1,46,250.00**
CGST 14%	20,475.00
SGST 14%	20,475.00
Grand Total	**1,87,200.00**

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

SRI BALAJI MARKETING ASSOCIATES CELL 92...365

"TRUE COPY"

Authorised Signatory

Terms & Conditions :

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 .