

PURCHASE DIVISION
Advice for approval for credit to supplier

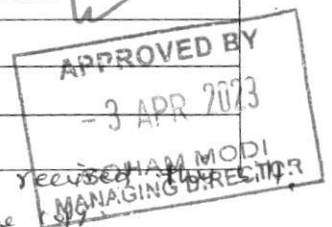
Date:		03.04.23		Prepared by		V. RAVI		Serial no.		16093	
Supplier name		Sri. B. Raji, Yandley Associates				HO inward no.					
Firm/Company		SHLP		Project		SHLP		HO received date			
PO/WO date		29.12.22		PO/WO No.		2022/227013		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	3691			29.12.22		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.:		20230125008				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: Bill already having in the codex vide scan ID no. 129986 Bill not received in accounts, the same certified true copy arranged.											
Approved by		Purchase Officer		Purchase Manager		MD		Accountant		Accounts Manager	
Name:				V. RAVI							
Sign:											
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.



Form for closure of purchase order

PO no.: 20221227013	PO date: 29.12.22	Req. no.: 186483	Advice Scan ID
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO	20230125008		
☐ 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: V. RAVI	Sign: [Signature]	Date: 31.03.23	
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: 2/01/23	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Cr. given to supplier
1.			
2.			
3.			
4.			
5.			
6.			
Remarks by Accountants:			
Prepared by: [Signature]	Sign: [Signature]	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	MRN no.
1.	3691	29.12.22	20230125008
2.			
3.			
Remarks: Need MD's approval for enclosed certified true copy			
Prepared by: Ravi	Sign: [Signature]	Date: 29-12-22	
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: Bill already in M-codeex, bill accounted not received. So need your approval for enclosed certified true copy.

(RAVI) 01/04/23.

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25-01-23		Prepared by: Minish		Serial no. 13740	
Supplier name: Sri Balaji Marketing Associates		HO inward no.			
Firm/Company: SS LLP		Project: SS LLP		HO received date	
PO/WO date: 29-12-22		PO/WO No. 20221227013		Scan ID. 129986	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	3691	29-12-22	1,87,200/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				1,87,200/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230125008		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:				1,87,200/-	
Amount E - PO / WO value:				1,87,200/-	
Amount F - Difference (A - E):				-	
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		30-01-23			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 25 JAN 2023 MINISH PARIKH MANAGER PROCUREMENT				
Sign:					
Date					
Approval limit	Upto 20k	20k to 100k	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.

TAX INVOICE

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

SRI BALAJI MARKETING ASSOCIATES

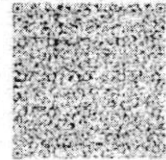
DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO CEMENTS
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 3c16cdf103319a4f4a6e08159ff57d4e05c709a4ce255530dbaa3f39a4bd-
eeb5

Ack No.: 112214931233943

Ack Date: 29-Dec-22



Billing Address	Shipping Address	Invoice No. : 3691
Name : SUMMIT SALES LLP	Name : SUMMIT SALES LLP	Date : 29-Dec-22
Address: 5-4-187/34, MG ROAD, SECUNDERABAD	Address: NRK SITE TURKAPALLY TURKAPALLY SHAMIRPET ROAD	P.O No. : 20221227013
GSTIN: 36ACQFS2044C1Z7	MR RAHUL PH 8978362427	P.O Date : 29-Dec-22
PAN No.:	GSTIN : 36ACQFS2044C1Z7	Truck No. : AP23Y3405
Phone :		EwayBill No : 181576703402

SI 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
SGST Amount : 20,475.00

IGST Amount :

Total Taxable Amount 1,46,250.00

CGST 14% 20,475.00

SGST 14% 20,475.00

IGST 28%

Round Off

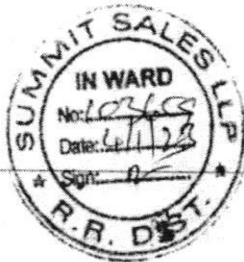
Value In Rs. : INR One Lakh Eighty Seven Thousand Two Hundred Only .

Grand Total 1,87,200.00

Bank : HDFC BANK LTD
Branch Name : RTC X Roads
Account No : 50200050652389
IFS Code : HDFC0000472

Bank : SBI (Ashoknagar Branch)
Branch Name : Ashoknagar, Hyderabad
Account No : 35706838384
IFS Code : SBIN0011658

For SRI BALAJI MARKETING ASSOCIATES



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 .

Purchase Order

Original

From Company:	Summit Sales LLP 5-4-187/3&4, 11nd Floor, Soham Mansion, M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36ACQFS2044C1Z7	Delivery Location: SSLP Stores @ VSC
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Supplier Details	PO No	Quote No	PO Date	Quote Date
Sri Balaji Marketing Associates Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad Hyderabad, TG, GSTIN:36ACPPC4261Q1Z3 Gganshyam, 9246524365 sbma233@gmail.com	20221227013	Nil	27 Dec 2022	29 Dec 2022
	Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	Amount
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 ...												1,87,200

Rupees in words : One Lakh Eighty Seven Thousands Two Hundred Only.

Terms and Conditions:-

Cement brand :	Parasakthi.
Cement Humah 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

Remarks :

Delivery at NRK Turkapally Contact Person Mr Rahul-8978362427.

Original

For Summit Sales LLP

Authorised Signatory

Name :-

Sign:-

Date :-

APPROVED

29 DEC 2022

MINISH PARIKH
MANAGER PROCUREMENT

Accepted the above Terms And Conditions
For Sri Balaji Marketing Associates

Date :-

Requisition Form

Company Name		Summit Sales LLP		Date		27 Dec 2022	
Site Or Phase		SSLIP Stores @ VSC		Time		04:55:58	
Flat/Villa/Other				Req.No.		186483	
Material required before date				ID No		20221227006	

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: Towards main block plastering purpose

Prepared By :- Minish Parikh

Sign:-

Date :- 27 Dec 2022

Approved By:-

Sign:-

Date:-

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

APPROVED
29 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

Email: sri23@gmail.com
Phone: 040 66734365
Cell No: 09246524365

TAX INVOICE

SRI BALAJI MARKETING ASSOCIATES

DEALERS: KCP PARASAKTI, BIRLASHAKTI & RAMCO CEMENTS
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 3c16cdf103319a4f4a6e08159ff57d4e05c709a4ce255530dbaa3f39a4b-deeb5

Ack No: 112214931233943

Ack Date: 29-Dec-22

Billing Address

Name: SUMMIT SALES LLP
Address: 5-4-187/34, MG ROAD,
SECUNDERABAD

GSTIN: 36ACQFS2044C1Z7

PAN No.:

Phone:

Shipping Address

Name: SUMMIT SALES LLP
Address: NRK SITE

TURKAPALLY

TURKAPALLY

SHAMIRPET ROAD

MR RAHUL PH

8978362427

GSTIN : 36ACQFS2044C1Z7

Invoice No. : 3691

Date : 29-Dec-22

P.O No. : 20221227013

P.O Date : 29-Dec-22

Truck No. : AP23Y3405

Eway Bill No : 181576703402

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

TOTAL

CGST Amount : 20,475.00

SGST Amount : 20,475.00

IGST Amount : 600.00

1,46,250.00

Total Taxable Amount : 1,46,250.00

CGST 14% : 20,475.00

SGST 14% : 20,475.00

Grand Total : 1,87,200.00

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

Bank : HDFC BANK LTD

Branch Name : RTC X Roads

Account No : 50200050652389

IFS Code : HDFC0000472

Bank : SBI (Ashoknagar Branch)

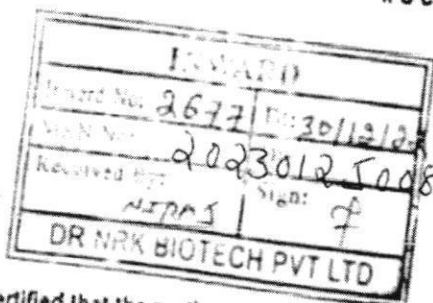
Branch Name : Ashoknagar, Hyderabad.

Account No : 35706838384

IFS Code : SBIN0011658

For SRI BALAJI MARKETING ASSOCIATES

Terms & Conditions



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.

NOTES: Toward PPC cement unloading (Hamali) charges paid
600 BGS Received x 6 RS : 3600 Rupees only
Driver Name - SRINU Mob No - 9440749632

TAX INVOICE

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

SRI BALAJI MARKETING ASSOCIATES

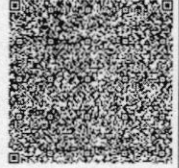
DEALERS: KCP, PARASAKTI, BIRLASHAKTI & RAMCO Cements
SHOP NO 3, SRT 343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD

GSTIN : 36ACPPC4261Q1Z3

IRN : 3c16cdf103319a4f4a6e08159ff57d4e05c709a4ce255530dbaa3f39a4bd-
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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

Grand Total 1,87,200.00

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

Bank : HDFC BANK LTD

Branch Name : RTC X Roads

Account No : 50200050652389

IFS Code : HDFC0000472

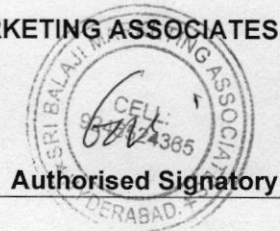
Bank : SBI (Ashoknagar Branch)

Branch Name : Ashoknagar, Hyderabad

Account No : 35706838384

IFS Code : SBIN0011658

For SRI BALAJI MARKETING ASSOCIATES

"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 .

THE BALLOON FACTORY ASSOCIATES
INCORPORATED
1000 15th Street, N.W.
Washington, D.C. 20004

Dear Sirs:
We are pleased to inform you that your order for 1000 balloons has been received and is being processed. The balloons will be shipped to you within 10 business days of the date of this letter. We appreciate your business and look forward to serving you again in the future.

Very truly yours,
The Balloon Factory Associates, Inc.
1000 15th Street, N.W.
Washington, D.C. 20004

TRUE COPY