PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	03.04.23	Prepared by	V. RAVI	Serial no.	**16093**
Supplier name	Sri Balaji Marbles Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	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 Mr codex vide scan ID No: 129986 but bill not received in Accounts, the same certified true copy arranged.				

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.

PROPERTIES PVT. LTD
INWARD
No. 16
Date 3/4/23
Sign.
SEC'BAD
3

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			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:	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	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:		
Prepared by: Ravi.	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.	3691	29.12.22	187,200	20230125008
2.				
3.				

Remarks: Need MD's Approval for enclosed certified True copy		
Prepared by: Ravi	Sign:	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:	

APPROVED BY
-3 APR 2023
SOHAM MODI
MANAGING DIRECTOR

NOTE:- Bill already in N-codex, but accountant not received the original, so need your approval for enclosed certified True copy.

(RAVI) 01/04/23.

Earlier scan ID: 129986.

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			
Sign:					
Date		25 JAN 2023			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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	
Name : SUMMIT SALES LLP Address: 5-4-187/34,MG ROAD, SECUNDERABAD **GSTIN: 36ACQFS2044C1Z7** PAN No.: Phone :	**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 EwayBill No : 181576703402

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
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	
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

SUMMIT SALES LLP IN WARD No: 10365 Date: 4/1/23 Sign: R.R. DIST.

SRI BALAJI MARKETING ASSOCIATES CELL 9246524365 HYDERABAD

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 .

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: SSLLP Stores @ VSC ,, ,

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	20221227013	Quote No	NIL
	PO Date	27 Dec 2022	Quote Date	29 Dec 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

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 :-	
Sign:-	
Date :-	Date :-

APPROVED
29 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

Company Name	Summit Sales LLP	Date	27 Dec 2022
Site Or Phase	SSLLP 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

243/75
+28

Sign:-

Date :- 27 Dec 2022

Approved By:-

Sign:-

Date:-

APPROVED
29 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

27/12/22 04:56:08 PM

TAX INVOICE

Email: sbma2113@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 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
EwayBill No : 181576703402

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
SGST Amount : 20,475.00
IGST Amount :

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

INWARD
Inward No. 2677 Dt: 30/12/22
MRN No. 20230125008
Received By: NIPAS Sign:
DR NRK BIOTECH PVT LTD

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 Bags Received x 6 RS : 3600 rupees only
Driver name - SAPNU mob no. 9440749683

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

"TRUE COPY"

SRI BALAJI MARKETING ASSOCIATES CELL: 9246524365 HYDERABAD

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 .