PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 07.04.23 | Prepared by | V. RAVI | Serial no. | 16081 |
| Supplier name | Prayar Agencies | | | HO inward no. | |
| Firm/Company | SSLCP | Project | SHLCP | HO received date | |
| PO/WO date | 90851 | PO/WO No. | 9/8/22 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1037 | 14.09.22 | 84002-00 | ✓ □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 84,002-00 |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | Inward No: 9068 | 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: | 84002-00 |
| Amount E – PO / WO value: | 248,999-81 |
| Amount F – Difference (A – E): | 164997-81 |
| 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 PO. (NOTE: 80 bags short receipt PPC against this PO, so we received Credit NOTE vide C/n No: 01 dtd 14/9/22.

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | [signature] | | | |
| Date | | 07/4/2023 | | | |
| 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. 62
Date 7/4/23
Sign

Form for closure of purchase order

| | | | | | | |
|---|---|---|---|---|---|---|
| PO no.: 90851 | PO date: | 09.08.22 | Req. no.: | 17680 | Advice Scan ID | |
| Barcoded PO available | □ Y/☑ N | Invoice original available | □Y/□N /☑Copy available | | POD available | ☑Y/□ N |
| Data required from site/engineers: | | Inward No: 9323 & 9096. | | | | |
| MRN nos. related to PO | | Vide inward no: 9068 Dated on 15 Aug 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: Full material received. e/o | | | | | | |

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: Balaveshwari | Sign: | Date: 29/03/23 |

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: 2,49,000 | Date of payment: |

Details of part bill received:

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | 1032 | 13/8/22 | 66,002/- | |
| 2. | 1034 | 13/8/22 | 98,999/- | |
| 3. | | | | |

Remarks by Accountants:

| | | |
|---|---|---|
| Prepared by: Lary D | Sign: | Date: 30/3/23 |

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. | 1037 | 14.09.22 | 84,002-00 | Inwd - 9068 |
| 2. | | | | |
| 3. | | | | |

Remarks: Vendor has supplied only 200 Bags, so Balance 80 Bags credit not received (Credit Note enclosed)

| | | |
|---|---|---|
| Prepared by: Ravi | Sign: | Date: 05/04/23. |

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:

Attn: MANISH!

| | | |
|---|---|---|
| Approved by: Soham | Sign: | Date: |

APPROVED BY
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

# Purchase Order

 29-03-2023 5:36:58 PM Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
T I N No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| PRANAV AGENCIES | **Doc No** | 90851 | 170080 |
| 311 , 3rd Floor Ispat Bhavan, Distillery Road, Ranigunj, Secunderabad - 500003 | **Doc Date** | 09-08-2022 | |
| | **Quote No** | NIL | |
| | **Quote Date** | 09-08-2022 | |
| 9989210123 | **SupplyType** | Supply | |

**Kind Attn : Mr. Kalpesh**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | VAT% | Amount |
|---|---|---|---|---|---|---|
| 1 | 921800 - CEME-Cement - PPC-- - 50kg - Bags | 500.00 | 234.38 | 0.00 | 28.00 | 150,000.00 |
| 2 | 183000 - CEME-Cement - OPC-53- - 50kg - Bags | 300.00 | 257.81 | 0.00 | 28.00 | 98,999.81 |
| | | | | **Total Order Value . . .** | | **248,999.81** |

Rupees : Two Lakh(s) Fourty Eight Thousand Nine Hundred Ninty Nine and Paise Eighty One Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of ___ brand/company |
| **Payment Terms** | 100% as advance. |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | All materials must be delivered within 02 days. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | 5% penalty for delay in delivery beyond due date. |
| **Transportation Cost** | Included in the above price. |
| **Warranty** | Nil |
| **Advance Paid** | Rs.2,49,000/- Dt-15/08/22. |
| **Other Terms** | Hammali charges for unloading extra @ Rs. 5/- per Bag.Above material for GMR purpose. |
| **Completion Date** | NA |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133. |

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***PRANAV AGENCIES***

Name : ____________________

Name : ____________________

Date : __/__/____

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | ③ -do- | | | | | | | | |
| | | | | ⑤ spray wire | 30mm | | | | | | | |
| 9065 | . | | SSLP | ① S/S pipe | 700mm | 10 | [illegible] | 21540 | 90875 | | | |
| | | | | ⑤ -do- | 75mm | 10 | | | | -do- | -do- | [illegible] |
| 9066 | . | | SSLP | ① Phinyal | 1ltr | 05 | Nos | 21529 | 91011 | -do- | -do- | [illegible] |
| | | | | ② Acid | 1ltr | 10 | | | | | | |
| 9067 | . | | H.O. | ① laptop | | 01 | No | 2936 | – | -do- | -do- | [illegible] |
| 9068 | 15/8/22 | 13:03 | | ① PPC cement | 50kg | 200 | Bags | – | 20220806 001 | 75-08 UJ-4869 | [illegible] | [illegible] |
| 9069 | 16/8/22 | 14:10 | M. Sudarshan | ① UPVC window | 2'6"x2' | 04 | Nos | ~~90343~~ 16 | 90343 | By Auto | Sudhakar | [illegible] |
| 9070 | 17/8/22 | 10:10 | Sri Laxmi Ganesh | ① motor fitting G.8104 | 5HP | | 01 No | | 04 | TATA Ace | Vijay | [illegible] |
| 9071 | . | 10:10 | Sri Laxmi Ganesh | ① motor winding | 7.5HP | | 01 No | | – | -do- | -do- | [illegible] |
| 9072 | . | 14:40 | SSLP | ① S/S pipe | 100mm | 28 | Nos | 21548 | 90919 | 75-10 UQ-3114 | [illegible] | [illegible] |
| | | | | ② -do- | 75mm | 28 | | | | | | |
| | | | | ③ D/S pipe | 100mm | 12 | | | | | | |
| | | | | ⑤ [illegible] | 100mm | | | | | | | |
| | | | | ① [illegible] | | 12 | | | | | | |

# GENERAL MATERIAL INWARD REGISTER

24

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 5320 | 13/9/12 | 10:30 | Sri Sai Vishal | ① Solid | Bricks 6"x8"x16" | | 350 | Nos | 143 | 91015 | TS-08 UE 0811 | [illegible] | [illegible] | [illegible] |
| 5321 | " | 15:10 | Cement Enterprise | ① RMC | M.20 | | 6.15 | Cum | 875 | " | TS-08 UE 5535 | [illegible] | [illegible] | |
| 5322 | " | 16:40 | SSLP | ① Panel | Door | 975 | 05 | Nos | 21975 | 90987 | TS-08 UH 2936 | [illegible] | [illegible] | [illegible] |
| | | | | ② | -do- | 825 mm | 10 | | | | | | | |
| | | | | ③ | -do- | 625 | 15 | | | | | | | |
| | | | | ⑥ | Hinges | 8x32 mm | 10 | | | | | | | |
| 5323 | 14/9/12 | 11:43 | with out DC | ① Cement | | 50 kgs | 220 | Bags | — | 202208026001 | AP-29 V-3328 | [illegible] | [illegible] | [illegible] |
| ~~5324~~ | | | | | | | | | | | | | | |
| 5324 | " | 14:10 | Pragati sanitary | ① | 160x3000 mm PVC | s/s pipe | 10 | Nos | 546 | 91692 | AP09 TA 8607 | [illegible] | [illegible] | [illegible] |
| 5325 | . | 15:45 | SSLP | ① Isolator | 40 Amps | | 05 | Nos | 21999 | 91624 | TS-10 UA-312 | [illegible] | [illegible] | [illegible] |
| 5326 | " | 12:10 | SSLP | ① Ultra | Spindle HL | | 02 | Sq | 5002 | 91150 | TS-08 UH 2936 | [illegible] | [illegible] | |
| | | | | ② | -do- LH | | 12 | | | | | | | |
| | | | | ③ | -do- DR | | 10 | | | | | | | |
| | | | | ⑤ | Mahaluxmi Dip [illegible] | | 04 | | | | | | | |
| | | | | ④ | Lung LH | | 12 | | | | | | | |
| | | | | ⑥ | Lung DR | | 10 | | | | | | | |
| | | | | ⑦ | Lung HL | | 04 | | | | | | | |
| | | | | ⑧ | Tulip pans | | 04 | | | | | | | |
| | | | | ⑨ | Motorcycle Bracket [illegible] | | 04 | | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9087 | | | | | | | | | | | |
| 9088 | . | 16:50 | Cemex Infra ① RMC | M-20 | | | | | 75.08 UE 5547 | -do- | Guna |
| 9089 | . | 17:10 | Purnima mosaic ① Grey pavers | 50 mm | 960 | nos | 1283 | 90565 | 75-72 UC 3212 | -do- | Guna |
| 9090 | . | 17:20 | Cemex Infra ① RMC | M-20 | 06 | cum | 801 | - | 75-08 UE 5547 | -do- | Guna |
| 9091 | . | 17:45 | Cemex Infra ① RMC | M-20 | 06 | cum | 802 | - | 75-08 UF 1527 | -do- | Guna |
| 9092 | . | 17:50 | Vasan Ent ① TMT steel 10mm<br>② -do- 32 mm<br>③ -do- 25 mm | | 1460<br>1550<br>4020 | bags | 527 | | AP-15 X 4044 | -do- | Guna |
| 9093 | . | 18:40 | Cemex Infra ① RMC M-20 | | 6.5 | cum | 805 | - | 75-08 UE 5532 | -do- | Guna |
| 9094 | . | 18:45 | Cemex Infra ① RMC M-20 | | 6.5 | cum | 804 | - | 75-08 UE 5547 | -do- | Guna |
| 9095 | -9/8/22 | 10:10 | Sri Ramdev ① Log Boot | | 02 | nos | - | - | Bg Akra | Rampally | Guna |
| 9096 | 18/8/22 | 16:10 | ① OPC cement | | 300 | Bags | | 20220806001 | 75-08 UJ 4869 | party | Guna |
| 9097 | 19/8/22 | 8:60 | Cemex ... | | | | | | 75-08 | -do- | Guna |

# 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>**1037** | Dated<br>**14-Sep-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>**90851** | Dated<br>**9-Aug-2022** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination<br>**Mallapur** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **280 BAGS** | 234.38 | BAGS | **65,626.40** |
| | ***CGST*** | | | | | **9,187.70** |
| | ***SGST*** | | | | | **9,187.70** |
| | ***ROUND OFF*** | | | | | **0.20** |
| | Total | | **280 BAGS** | | | **₹ 84,002.00** |

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

**INR Eighty Four Thousand Two Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| | 65,626.40 | 14% | 9,187.70 | 14% | 9,187.70 | 18,375.40 |
| **Total** | **65,626.40** | | **9,187.70** | | **9,187.70** | **18,375.40** |

Tax Amount (in words) : **INR Eighteen Thousand Three Hundred Seventy Five and Forty paise Only**

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

"TRUE COPY"

## Tax Invoice

*(DUPLICATE FOR TRANSPORTER)*

| | | |
|---|---|---|
| **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 | Credit Note No. e-Way Bill No.<br>**1** | Dated<br>**14-Sep-2022** |
| | | Mode/Terms of Payment |
| | Buyer's Ref.<br>**1037 dt. 14-Sep-2022** | Other Reference(s) |
| Party :<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>**90851** | Dated<br>**9-Aug-2022** |
| | Despatch Document No. | |
| | Despatched through | Destination<br>**Mallapur** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **CEMENT** | | **80 BAGS** | 234.38 | BAGS | **18,750.40** |
| | ***CGST*** | | | | | **2,625.06** |
| | ***SGST*** | | | | | **2,625.06** |
| | ***ROUND OFF*** | | | | | **0.48** |
| | Total | | **80 BAGS** | | | **₹ 24,001.00** |

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

**INR Twenty Four Thousand One Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| | 18,750.40 | 14% | 2,625.06 | 14% | 2,625.06 | 5,250.12 |
| **Total** | **18,750.40** | | **2,625.06** | | **2,625.06** | **5,250.12** |

Tax Amount (in words) : **INR Five Thousand Two Hundred Fifty and Twelve paise Only**

"TRUE COPY"

PRANAV AGENCIES

for PRANAV AGENCIES

Authorised Signatory

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