PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20.03.23	Prepared by	V. RAVI	Serial no.	**16059**
Supplier name	Paridhi Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	19.11.20	PO/WO No.	72267	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	095	20.11.2020	167,395-00	☑ Yes ☐ No
2.	096	23.11.2020	167,395-00	☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	334,790-00

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

MRN nos.:	Inward No: 14711 & 14726	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:	334,790-00
Amount E – PO / WO value:	334,790-00
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: Final bill & close this P.O (NOTE:- 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		13/04/23.			
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.:	12267	PO date:	19/11/2020	Req. no.:	168145	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: Inward No: 14711 & 14726.

□ 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. (Inward No:- 14711, 14726).

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: Divya Sign: Date: 28/3/23.

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 100% Amount paid: 3,34,790/- Date of payment: 19/11/2020

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: B. Sudheer Sign: Sudheer Date: 29/03/2023

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.	095	20.11.2020	167,395-00	
2.	096	23.11.2020	167,395-00	
3.				

Remarks: Need MD's approval to get certified copies from vendor.

Prepared by: Ravi Sign: Date: 29.03.23.

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
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

28/03/2023 14 35 14

Purchase Order

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

Original / Office Copy / Purchase Div.Copy

Supplier Details

Paridi Enterprises
103, Premier Residency, Near: Chiran fort club, Begumpet, Hyderabad 16. TS.

GSTIN 36ARVPM0998B1ZB
9949935500

9949935500

Kind Attn : Ashish

Doc No	72267	168145
Doc Date	19-11-2020	
Quote No	NIL	
Quote Date	19-11-2020	
SupplyType	Supply	

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	1,080.00	242.18	0.00	28.00	334,789.63

Rupees : Three Lakh(s) Thirty Four Thousand Seven Hundred Eighty Nine and Paise Sixty Three Only.

Total Order Value . . . **334,789.63**

Terms and Conditions :-

Specification /	All items shall be of Bhavya brand/company
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	within 2 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Rs 3,34,790/-
Other Terms	We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra Rs:5/- bag.Above order for site use purspose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery At MPL-Mr Subba Reddy-7674808777

14/11
14/26

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Paridi Enterprises***

Name :

Name :

Date : __/__/__

Tax Invoice

(ORIGINAL FOR RECIPIENT)

'ARIDHI ENTERPRISES
)ffice No 6003, Sixth Floor,
:merald House, SD Road,
;ecunderabad, Hyderabad,
Telangana - 500003
GSTIN/UIN: 36ARVPM0998B1ZB
State Name : Telangana, Code : 36
E-Mail : enterprises@paridhigroup.in

Invoice No. **095**	e-Way Bill No. 151271351747	Dated **20-Nov-20**
Delivery Note **095**		Mode/Terms of Payment **ADV**
Reference No. & Date. **095 dt. 20-Nov-20**		Other References **095**
Buyer's Order No. **72267/168145**		Dated **19-Nov-20**
Dispatch Doc No. **095**		Delivery Note Date **20-Nov-20**
Dispatched through **By Road**		Destination **Cherlapally**
Bill of Lading/LR-RR No.		Motor Vehicle No. **TS 09 UC 3391**
Terms of Delivery		

Consignee (Ship to)
Summit Sales LLP
Cherlapally, Behind Kingston PG College
Hyderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
Summit Sales LLP
5-4-187/3&4, 2nd Floor , MG Road , Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**	2523	**540 BAG**	242.18	BAG	**1,30,777.20**
	Output CGST 14%			14	%	**18,308.81**
	Output SGST 14%			14	%	**18,308.81**
	Round Off					**0.18**
	Total		**540 BAG**			**₹ 1,67,395.00**

PARIDHI ENTERPRISES
a unit of paridhi group

"TRUE COPY"

E. & O.E

Amount Chargeable (in words)
INR One Lakh Sixty Seven Thousand Three Hundred Ninety Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
2523	1,30,777.20	14%	18,308.81	14%	18,308.81	36,617.62
Total	**1,30,777.20**		**18,308.81**		**18,308.81**	**36,617.62**

Tax Amount (in words) : **INR Thirty Six Thousand Six Hundred Seventeen and Sixty Two paise Only**

Company's PAN : **ARVPM0998B**

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

for PARIDHI ENTERPRISES

PARIDHI ENTERPRISES HYD

Authorised Signatory

This is a Computer Generated Invoice

7

Tax Invoice

(ORIGINAL FOR RECIPIENT)

PARIDHI ENTERPRISES
Office No 6003, Sixth Floor,
Emerald House, SD Road,
Secunderabad, Hyderabad,
Telangana - 500003
GSTIN/UIN: 36ARVPM0998B1ZB
State Name : Telangana, Code : 36
E-Mail : enterprises@paridhigroup.in

Consignee (Ship to)
Summit Sales LLP
Cherlapally, Behind Kingston PG College
Hyderabad 500051
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
Summit Sales LLP
5-4-187/3&4, 2nd Floor , MG Road , Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
096	**141272185168**	**23-Nov-20**
Delivery Note		Mode/Terms of Payment
096		**ADV**
Reference No. & Date.		Other References
096 dt. 23-Nov-20		**096**
Buyer's Order No.		Dated
72267/168145		**19-Nov-20**
Dispatch Doc No.		Delivery Note Date
096		**23-Nov-20**
Dispatched through		Destination
By Road		**Cherlapally**
Bill of Lading/LR-RR No.		Motor Vehicle No.
		TS 09 UC 3391
Terms of Delivery		

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PARIDHI ENTERPRISES ★ HYD ★

Authorised Signatory

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