PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/04/23	Prepared by	V. RAVI	Serial no.	17480
Supplier name	Global Engineeri			HO inward no.	
Firm/Company	CSLLP	Project	SHLY	HO received date	
PO/WO date	20/2/23	PO/WO No.	97275	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	140	06.03.23	13,452-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13,452-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	118304	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:	13,452-00
Amount E – PO / WO value:	84,676/-
Amount F – Difference (A – E):	71,225/-
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.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		29/4/23			
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. 1377
Date 2/5/23
Sign.

SSLLP - HVDC .

Form for closure of purchase order

PO no.: 97275		PO date: 20/02/23		Req. no.: 170796		Advice Scan ID	
Barcoded PO available	☑Y/□ N	Invoice original available ☑Y/□N /□Copy available				POD available	☑Y/□ N
Data required from site/engineers: 11							
MRN nos. related to PO	118304, 118018						
□ 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 as per Req/PO							

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: PRAVEEN. B	Sign: [signature]	Date: 21/04/23
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: 84,676/-	Date of payment: 27/2/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	139	1/3/23	71,225/-	
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: D. Lavya.	Sign: [signature]	Date: 15/4/23

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.	140	06.03.23	13,452-00	118304
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign: [signature]	Date: 28/4/23.

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
24 APR 2023
SOHAM MODI
MANAGING DIRECTOR

 21-02-2023 12:32:37 PM

Purchase Order

97275
08.02.23 3:48:30

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

Supplier Details			
Global Engineering	**Doc No**	97275	170796
5-1-349/352, Old ghasmandi, Hill street, 2nd floor, CRI Lane, Secunderabad, Telangana- 500003	**Doc Date**	20-02-2023	
	Quote No	Nil	
9885459065	**Quote Date**	16-02-2023	
9885459065	**SupplyType**	Supply	

Kind Attn : Mustafa Palanpurwala

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	479600 - MISC-Miscellaneous - Rubber gasket -Table E- - 100Dmm - Nos	150.00	54.00	0.00	18.00	9,558.00
2	754600 - MISC-Miscellaneous - Rubber gasket -Table E- - 150Dmm - Nos	120.00	88.00	0.00	18.00	12,460.80
3	758200 - MISC-Miscellaneous - Rubber gasket -Table E- - 200Dmm - Nos	80.00	120.00	0.00	18.00	11,328.00
4	355500 - MISC-Miscellaneous - Rubber gasket -Table E- - 250Dmm - Nos	100.00	175.00	0.00	18.00	20,650.00
5	207200-MISC-Miscellaneous-Rubber gasket -Table E--50Dmm-Nos	40.00	35.00	0.00	18.00	1,652.00
6	875600 - MISC-Miscellaneous - Rubber gasket -Table E- - 80Dmm - Nos	300.00	38.00	0.00	18.00	13,452.00
7	924900 - MISC-Miscellaneous - Rubber gasket -- - 125Dmm - Nos	30.00	65.00	0.00	18.00	2,301.00
8	714100 - MISC-Miscellaneous - Rubber gasket -Table E- - 300Dmm - Nos	50.00	225.00	0.00	18.00	13,275.00
					Total Order Value . . .	**84,676.80**

Rupees : Eighty Four Thousand Six Hundred Seventy Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Rubber Gasket thickness is 5 mm.
Payment Terms	100% Advance payment
Tax	GST included
Delivery Date	With in 4-5 days
Delivery Location	SSLLP-GVDC
	Phone.
Penality For Delay	Nil
Transportation Cost	Extra as per actuals

DETAILS

S.no.	Bi...		...mount
1.	139	01/03/23	71,225/-
2.	140	06/03/23	13,452/-
3.			
4.			
5.			

For *Summit Sales LLP*
Authorised Signatory
21/02/2023
Name :
Contact ...

Accepted the above Terms And Conditions
For *Global Engineering*
Name :
Date : _/_/_

Purchase Order

Warranty	Nil
Advance Paid	Rs. 84,677-00 by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for MEP Works purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

Name : 21/02/2023.

Contact ...

Accepted the above Terms And Conditions

For ***Global Engineering***

Name : ______________________

Date : __/__/____

Estimate/Draft PO

 20-02-2023 10.57:35 Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Global Engineering	**Doc No**	97275	170796
5-1-349/352, Old ghasmandi, Hill street, 2nd floor, CRI Lane, Secunderabad, Telangana- 500003	**Doc Date**	20-02-2023	
	Quote No	Nil	
GSTIN 36CHMPP9Z33K1ZN	**Quote Date**	16-02-2023	
9885459065 9885459065	**SupplyType**	Supply	

Kind Attn : Mustafa Palanpurwala

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	479600 - MISC-Miscellaneous - Rubber gasket -Table E- - 100Dmm - Nos	150.00	54.00	0.00	18.00	9,558.00
2	754600 - MISC-Miscellaneous - Rubber gasket -Table E- - 150Dmm - Nos	120.00	88.00	0.00	18.00	12,460.80
3	758200 - MISC-Miscellaneous - Rubber gasket -Table E- - 200Dmm - Nos	80.00	120.00	0.00	18.00	11,328.00
4	355500 - MISC-Miscellaneous - Rubber gasket -Table E- - 250Dmm - Nos	100.00	175.00	0.00	18.00	20,650.00
5	207200-MISC-Miscellaneous-Rubber gasket -Table E--50Dmm-Nos	40.00	35.00	0.00	18.00	1,652.00
6	875600 - MISC-Miscellaneous - Rubber gasket -Table E- - 80Dmm - Nos	300.00	38.00	0.00	18.00	13,452.00
7	924900 - MISC-Miscellaneous - Rubber gasket -- - 125Dmm - Nos	30.00	65.00	0.00	18.00	2,301.00
8	714100 - MISC-Miscellaneous - Rubber gasket -Table E- - 300Dmm - Nos	50.00	225.00	0.00	18.00	13,275.00
				Total Order Value . . .		**84,676.80**

Rupees : Eighty Four Thousand Six Hundred Seventy Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Rubber Gasket thickness is 5 mm.
Payment Terms	100% Advance payment
Tax	GST included
Delivery Date	With in 4-5 days
Delivery Location	SSLLP-GVDC
	Phone.
Penality For Delay	Nil
Transportation Cost	Extra as per actuals

APPROVED BY
21 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Global Engineering***

Name : ____________________

Date : __/__/____

Estimate/Draft PO

 20-02-2023 10:57:35 Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Rs. 84,677-00 by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for MEP Works purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Global Engineering***

Name : ______________________

Date : __/__/____

Requisition Form							
Company Name:	SUMMIT SALES LLP	Date:	02-02-2023				
Site & Phase :	SSLLP-GVDC	Time:	15:00				
Unit No./Block No.							
Supplier:		Req. No.	170796	PO-			
Material required before date:	URGENT	ID No.	83953				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	MISC4796-Miscellaneous-Rubber gasket -Table E--100Dmm-Nos	150		150			
2	MISC7546-Miscellaneous-Rubber gasket -Table E--150Dmm-Nos	120		120			
3	MISC7582-Miscellaneous-Rubber gasket -Table E--200Dmm-Nos	80		80			
4	MISC3555-Miscellaneous-Rubber gasket -Table E--250Dmm-Nos	100		100			
5	MISC2072-Miscellaneous-Rubber gasket -Table E--50Dmm-Nos	40		40			
6	MISC8756-Miscellaneous-Rubber gasket -Table E--80Dmm-Nos	300		300			
7	MISC9249-Miscellaneous-Rubber gasket ---125Dmm-Nos	30		30			
8	MISC7141-Miscellaneous-Rubber gasket -Table E--300Dmm-Nos	50		50			
9	MISC5666-Miscellaneous-Curtain pipe line sprinkler----Nos	200		200			
10	STEL9725-Steel-MS Threaded Socket-C Class--25 mm ~~Dmm~~-Nos (25mm)	55		55			
Remarks:	FOR MEP WORKS GVRC						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	SHIVANI						
Approved By:	B.PRAVEEN						
Sign & Date:							

97275

02/02/23.

APPROVED
16 FEB 2023
P. PRA...
Sr. MANAGER PURCHASE

Printed on 6-Mar-23 at 16:02
(DUPLICATE FOR TRANSPORTER)

Tax Invoice

GLOBAL ENGINEERING 5-1-349/2 Old Gashmandi, Secuderbad GSTIN/UIN: 36CHMPP9233K1ZN State Name : Telangana, Code : 36 Contact : 27712624,9885459065 E-Mail : globalengg23@gmail.com	Invoice No. **140**	Dated **6-Mar-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **SUMMIT SALES LLP** 5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, Rangareddy, GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Buyer (Bill to) **SUMMIT SALES LLP** 5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, Rangareddy, GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Rubber Gasket** *Table E* *80 MM*	4016	18 %	**300 NOS**	38.00	NOS		**11,400.00**
	CGST							1,026.00
	SGST							1,026.00
	Total			**300 NOS**				**₹ 13,452.00**

INWARD
Inward No: 1980 Dt: 10/3/23
MRN No: 118304 Dt: 13/3/23
Received By: MSK Sign: MSK
G.V.D.C. PVT. LTD.

INWARD
Inward No: 1980 Dt: 10/3/23
MRN No: 118304 Dt: 13/3/23
Received By: MSK Sign: MSK
S S LLP-GVDC

Completed
Received Material on 10/3/23

SUMMIT SALES LLP R.R. DIST.
INWARD No. 87425 Date: 14/3/23 Sign:

Amount Chargeable (in words)

E. & O.E

INR Thirteen Thousand Four Hundred Fifty Two Only

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

Company's Bank Details
Bank Name : **Kotak Mahindra Bank**
A/c No. : **2511651559**
Branch & IFS Code : **Sd Road & KKBK0000554**

Customer's Seal and Signature	for GLOBAL ENGINEERING Authorised Signatory

This is a Computer Generated Invoice

Printed on 1-Mar-23 at 11:43
(ORIGINAL FOR RECIPIENT)

Tax Invoice

GLOBAL ENGINEERING
5-1-349/2 Old Gashmandi, Secuderbad
GSTIN/UIN: 36CHMPP9233K1ZN
State Name : Telangana, Code : 36
Contact : 27712624,9885459065
E-Mail : globalengg23@gmail.com

Invoice No.	e-Way Bill No.	Dated
139	171606684384	1-Mar-23
Delivery Note		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No. 97275		Dated
Dispatch Doc No.		Delivery Note Date
Dispatched through		Destination
Terms of Delivery		

Consignee (Ship to)
SUMMIT SALES LLP
5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION,
M.G ROAD, SECUNDERABAD, Rangareddy,
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
SUMMIT SALES LLP
5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION,
M.G ROAD, SECUNDERABAD, Rangareddy,
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Rubber Gasket** *Table E* *100 mm*	4016	18 %	**150 NOS**	54.00	NOS		8,100.00
2	**Rubber Gasket** *Table E* *150 mm*	4016	18 %	**120 NOS**	88.00	NOS		10,560.00
3	**Rubber Gasket** *Table E* *200 mm*	4016	18 %	**80 NOS**	120.00	NOS		9,600.00
4	**Rubber Gasket** *Table E* *250mm*	4016	18 %	**100 NOS**	175.00	NOS		17,500.00
5	**Rubber Gasket** *Table E* *50 mm*	4016	18 %	**40 NOS**	35.00	NOS		1,400.00
6	**Rubber Gasket** *Table E* *125 mm*	4016	18 %	**30 NOS**	65.00	NOS		1,950.00
7	**Rubber Gasket** *Table E* *300 mm*	4016	18 %	**50 NOS**	225.00	NOS		11,250.00
								60,360.00
	CGST							5,432.40
	SGST							5,432.40
	ROUND OFF							0.20
	Total			**570 NOS**				**₹ 71,225.00**

E. & O.E

INWARD 1965 03/3/23 08/3/23 118018 Rajan

Amount Chargeable (in words)
INR Seventy One Thousand Two Hundred Twenty Five Only

Received By
S.K. RAJU
6281929265

Company's Bank Details
Bank Name : **Kotak Mahindra Bank**
A/c No. : **2511651559**
Branch & IFS Code : **Sd Road & KKBK000**

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

for GLOBAL ENGINEERING

Authorised Signatory

Customer's Seal and Signature

This is a Computer Generated Invoice