PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/04/23	Prepared by	V. RAVI	Serial no.	17387.
Supplier name	Bhagwati Steel Tubes.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	06/12/22	PO/WO No.	94709	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	975	10.12.22	4,39,182-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,39,182-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN □ Yes □ No
Amount B –Other Credits : Transportation charges	7080-00
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,46,262-00
Amount E – PO / WO value:	4,42,500-00
Amount F – Difference (A – E):	3,762-00
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	30/4/23
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		28/4/23			
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. 1309
Date 28/4/23
Sign.

APPROVED BY
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

PO no.:	94709	PO date:	06-12-22	Req. no.:	170522	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		
□ 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. Acknowledge copy attached.		

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: MANISH	Sign:	Date: 28/03/2023.

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:	Date of payment:

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: D. Laxay	Sign:	Date: 28/3/23

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.	675	10.12.22	446,262-00	
2.				
3.				

Remarks: Need MD's Approval for getting of Certified True copy from vendor.

Prepared by: Ravi	Sign:	Date: 28.03.23

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

Form for closure of purchase order

PO no.: 94709	PO date: 06-12-22	Req. no.: 170522	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	

□ 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 Recieved. Acknowledge copy attached.

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: MINISH	Sign:	Date: 24/03/2023.

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:	Date of payment:

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: D. Lavy	Sign:	Date: 25/3/23

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.				
2.				
3.				

?

Remarks:

Prepared by: Ravi	Sign:	Date:

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
28 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1 09-12-2022 14:54:42 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			
Bhagwati Steel Tubes	**Doc No**	94709	170522
4-3-76/1, Hill Street, Ranigunj, Sec-bad-500003	**Doc Date**	06-12-2022	
	Quote No	Nil	
GSTIN 36AFGPM2765P1ZT 27712284..	**Quote Date**	06-12-2022	
27713678,66568509. 9391113830.	**SupplyType**	Supply	

Kind Attn : Mr Ajay Mohatta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8014 - Steel - other - MS Flat Patti - other - kgs *3/4x6mm*	2,000.00	62.50	0.00	18.00	147,500.00
2	8110 - Steel - other - Sq. Rod - 10mm - kgs	3,000.00	62.50	0.00	18.00	221,250.00
3	8035 - Steel - other - MS Patti - 1/2 In x6mm - kgs	1,000.00	62.50	0.00	18.00	73,750.00
					Total Order Value . . .	**442,500.00**

Rupees : Four Lakh(s) Fourty Two Thousand Five Hundred Only.

Terms and Conditions :-

Specification /	Items in sl.no. 1 shall be of 11kgs & sl.no. 2- 7.5kgs approx. 20' length & Sl.no. 3- 4.65kgs, Sl.no. 4- 6.80kgs. 18' length. weighment slip must be attached.
Payment Terms	After delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 2days.
Delivery Location	SSLLP-SOV Cherlapally, Behind Kingston PG Collage, Hyderabad Phone. 9618244433 - Mr. Hemendra
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Labour Quarters work 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

09/12/2022

Name :

Accepted the above Terms And Conditions

For ***Bhagwati Steel Tubes***

Name :

Date : __/__/____

Estimate/Draft PO

Page(s) 1 Of 1 06-12-2022 12:03:17

e Div.Copy

94709
29.11.22 5:44:33

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

Supplier Details			
Bhagwati Steel Tubes 4-3-76/1, Hill Street, Ranigunj, Sec-bad-500003	**Doc No**	94709	170522
	Doc Date	06-12-2022	
	Quote No	Nil	
GSTIN 36AFGPM2765P1ZT 27712284..	**Quote Date**	06-12-2022	
27713678,66568509. 9391113830.	**SupplyType**	Supply	

Kind Attn : Mr Ajay Mohatta

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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					Total Order Value . . .	**442,500.00**

Rupees : Four Lakh(s) Fourty Two Thousand Five Hundred Only.

Terms and Conditions :-

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Payment Terms	After delivery & Production of bill
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Delivery Date	Within 2days.
Delivery Location	SSLLP-SOV Cherlapally, Behind Kingston PG Collage, Hyderabad Phone. 9618244433 - Mr. Hemendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Labour Quarters work 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 MDs APPROVAL
☑ High Value/quantity beyond limits.
☐ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
08 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Venkatesh 06/12

Name : ________

Accepted the above Terms And Conditions
For *Bhagwati Steel Tubes*

Name : ________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	03.12.2022
Site & Phase :	SSLLP-SOV	Time:	10:00
Supplier		Req.No.	170522
Material required before date:		ID No.	82116

No	Description 94709	Size	Quantity	Units	Inward No	Date
1.	Flat patti 8116-Steel-other	3/4"x6mm	2	Tons		
2.	Cutting Wheels	14"	12	No's X		
3.	Sq rod 8110-steel-other	10mm	3	Tons		
4.	Welding rods	-	24	Packets X		
5.	Flat patti 8078-Steel other	1/2"x6mm	1	Ton		

Remarks: For Labour quarters purpose .

Prepared By	M.Ashajyothi	Approved by	APPROVED
Sign.& Date	03.12.2022	Sign. & Date	05 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.

GST NO: 36AFGPM2765P1ZT

E-mail: bhagwatisteeltubes@yahoo.com

BHAGWATI STEEL TUBES

4-3-76/1, HILLSTREET, RANIGUNJ, SECUNDERABAD - 500 003

PH : 040 - 66568509 & 27713678 (M) 9391113830

TAX INVOICE

M/S. SUMMIT SALES LLP,	INVOICE No: 975 DATE 10.12.2022
DELI: CHERLAPALLY, BEHIND KINGSTON	P.O. NO.: 94709/170522 DT: 06.12.2022
COLLEGE, HYD-BAD, 501510.	
	D.C. No.: 975 DATE: 10.12.2022
GST No.: 36ACQFS2044C1Z7	Payment: IMMEDIATE AFTER DELIVERY

S.No.	Descriptions of Items	Size mm	HSN Codes	Qty. Nos.	Quantity Mtr/Kgs	UOM	RATE P. UOM	AMOUNT Rs. P.
	Declared Goods :							
1	MS SQ. ROD	10X10	721410		3020.00	KGS	62.50	188750.00
2	MS FLAT	20X6	721114		1935.00	"	62.50	120938.00
3	--DO--	12X6	"		1000.00	"	62.50	62500.00
	CARTAGE							6000.00

PH-9618244433 MR. HAMENDRA

WAY BILL NO :

1515 6741 1359

VEHICLE NO :

TS12UC6343

INWARD 10/12/22

SSLLP-SOV

SUB TOTAL	378188.00
CGST @ 9%	34036.92
SGST @ 9%	34036.92
IGST @ 18%	
ADD: R/O	0.16
GRAND TOTAL:	446262.00

₹ FOUR LAKHS FORTY SIX THOUSAND TWO HUNDRED & SIXTY TWO ONLY

t to Secunderabad Jurisdiction

once sold will not be taken back or exchanged

@24% per annum will be charged on Bills not paid within due date

BS BANK LTD (R.P. ROAD, SEC-BAD)

67735100002670 IFSC CODE NO: DBSS0IN0677

TATE BANK OF INDIA (M.G. ROAD,SEC-BAD)

6695832011 IFSC CODE NO.: SBIN0003032

For BHAGWATI STEEL TUBES

Authorised Signatory

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(Original / Duplicate / Triplicate)

E & OE

GST NO: 36AFGPM2765P1ZT E-mail: bhagwatisteeltubes@yahoo.com

BHAGWATI STEEL TUBES

4-3-76/1, HILLSTREET, RANIGUNJ, SECUNDERABAD - 500 003.

PH : 040 - 66568509 & 27713678 (M): 9391113830

TAX INVOICE

M/S. SUMMIT SALES LLP,	INVOICE No: 975 DATE: 10.12.2022
DELI: CHERLAPALLY, BEHIND KINGSTON	P.O. NO.: 94709/170522 DT: 06.12.2022
COLLEGE, HYD-BAD. 501510.	
	D.C. No.: 975 DATE: 10.12.2022
GST No.: 36ACQFS2044C1Z7	Payment: IMMEDIATE AFTER DELIVERY

S.No.	Descriptions of Items	Size mm	HSN Codes	Qty. Nos.	Quantity Mtr/Kgs	UOM	RATE P. UOM	AMOUNT Rs. P.
	Declared Goods :							
1	MS SQ. ROD	10X10	721410		3020.00	KGS	62.50	188750.00
2	MS FLAT	20X6	721114		1935.00	"	62.50	120938.00
3	--DO--	12X6	"		1000.00	"	62.50	62500.00
	CARTAGE							6000.00
	PH-9618244433 MR. HAMENDRA							
						SUB TOTAL		378188.00
	WAY BILL NO :					CGST @ 9%		34036.92
	1515 6741 1359					SGST @ 9%		34036.92
						IGST @ 18%		
	VEHICLE NO :					ADD: R/O		0.16
	TS12UC6343					GRAND TOTAL:		446262.00
	₹ FOUR LAKHS FORTY SIX THOUSAND TWO HUNDRED & SIXTY TWO ONLY							

Subject to Secunderabad Jurisdiction

Goods once sold will not be taken back or exchanged

Interest @24% per annum will be charged on Bills not paid within due date

BANK : DBS BANK LTD (R.P. ROAD. SEC-BAD)	For BHAGWATI STEEL TUBES
A/C NO. 0677351000002670 IFSC CODE NO: DBSS0IN0677	
BANK : STATE BANK OF INDIA (M.G. ROAD.SEC-BAD)	
A/C NO: 36695832011 IFSC CODE NO.: SBIN0003032	Authorised Signatory

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