PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/23	Prepared by	V. RAVI	Serial no.	17386.
Supplier name	Bhagwati Steel Tube.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	12.11.22	PO/WO No.	93914	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	873	16/11/22	2,19,179-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,19,179-00
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	4956-00
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,24,135-00
Amount E – PO / WO value:	2,15,940-00
Amount F – Difference (A – E):	8,195-00
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: find 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. 1310
Date 28/4/23
Sign.

APPROVED BY
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

PO no.:	93914	PO date:	12.11.22	Req. no.:	170403	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:	MINISH	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. Laxoyl.		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.	873	16.11.22	224,135-00	
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.: 93914	PO date: 12-11-22	Req. no.: 170403	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. Lavanya.	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:

Purchase Order

 15-11-2022 12:03:16 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**	93914	170403
4-3-76/1, Hill Street, Ranigunj, Sec-bad-500003	**Doc Date**	12-11-2022	
	Quote No	Nil	
GSTIN 36AFGPM2765P1ZT 27712284..	**Quote Date**	12-11-2022	
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	8218 - Steel - other - Ms Square rod - 8 mm - Kgs *10mm MS Squire Rod*	3,000.00	61.00	0.00	18.00	215,940.00
					Total Order Value . . .	**215,940.00**

Rupees : Two Lakh(s) Fifteen Thousand Nine Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Stock Repleneshing Purpose.
Completion Date	NA
Measurment	NA
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

Venuch 14/11/2022

Name : ____________

Accepted the above Terms And Conditions

For *Bhagwati Steel Tubes*

Name : ____________

Date : __/__/____

Estimate/Draft PO

Page(s) 1 Of 1 12-11-2022 14:44:55 Orig

93914
01.11.22 3:07:40

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**	93914	170403
	Doc Date	12-11-2022	
	Quote No	Nil	
GSTIN 36AFGPM2765P1ZT 27712284..	**Quote Date**	12-11-2022	
27713678,66568509. 9391113830.	**SupplyType**	Supply	

Kind Attn : Mr Ajay Mohatta

Estimate/Draft PO for the Supply of following Items.

	Item Name 10mm	Qty	Rate	Dis%	GST	Amount
1	8218 - Steel - other - Ms Square rod - 8 mm - Kgs *10mm*	3,000.00	61.00	0.00	18.00	215,940.00
					Total Order Value . . .	**215,940.00**

Rupees : Two Lakh(s) Fifteen Thousand Nine Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Stock Repleneshing Purpose.
Completion Date	NA
Measurment	NA
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
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
14 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
14/11/22

Name :

Contact

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

Name :

Date : / /

Requisition Form

Company Name:	SSLLP	Date:	12.11.2022
Site & Phase :	SHLLP	Time:	10:00
Supplier		Req.No.	170403
Material required before date:		ID No.	81474

No	Description	Size	Quantity	Units	Inward No	Date
1.	SQUARE ROD	10mm	3	Tons		

Remarks: For Stock Replenishing purpose .

Prepared By	M.Ashajyothi	Approved by	
Sign.& Date	12.11.2022	Sign. & Date	

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

APPROVED
13 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

93914

APPROVED BY
14 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

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: 873 DATE: 16.11.2022
DELI: CHERLAPALLY, BEHIND KINGSTON	P.O. NO.: 93914/170403 DT:12.11.2022
COLLEGE, HYD-BAD. 501510.	
	D.C. No.: 873 DATE: 16.11.2022
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		3045.00	KGS	61.00	185745.00
	FREIGHT							4200.00
	PH-9618244433 MR. HAMENDRA							
						SUB TOTAL		189945.00
	WAY BILL NO :					CGST @ 9%		17095.05
	1015 5597 0177					SGST @ 9%		17095.05
						IGST @ 18%		
	VEHICLE NO :					ADD: R/O		-0.10
	TS10UC4707					GRAND TOTAL:		224135.00

₹ TWO LAKHS TWENTY FOUR THOUSAND ONE HUNDRED & THIRTY FIVE 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)
A/C NO. 0677351000002679 IFSC CODE NO: DBSS0IN0677
BANK : STATE BANK OF INDIA (M.G. ROAD,SEC-BAD)
A/C NO: 36695832011 IFSC CODE NO.: SBIN0003032

For BHAGWATI STEEL TUBES

Authorised Signatory

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E & OE

SSLLP-SOV

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: 873 DATE: 16.11.2022
DELI: CHERLAPALLY, BEHIND KINGSTON	P.O. NO.: 93914/170403 DT:12.11.2022
COLLEGE, HYD-BAD. 501510.	
	D.C. No.: 873 DATE: 16.11.2022
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		3045.00	KGS	61.00	185745.00
	FREIGHT							4200.00
	PH-9618244433 MR. HAMENDRA							
	WAY BILL NO : 1015 5597 0177					SUB TOTAL		189945.00
						CGST @ 9%		17095.05
						SGST @ 9%		17095.05
						IGST @ 18%		
	VEHICLE NO : TS10UC4707					ADD: R/O		-0.10
						GRAND TOTAL:		224135.00

₹ TWO LAKHS TWENTY FOUR THOUSAND ONE HUNDRED & THIRTY FIVE 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)
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

For BHAGWATI STEEL TUBES

Authorised Signatory

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