

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 04/5/23		Prepared by V. RAVI		Serial no. 17505	
Supplier name Shiva Engineering Works.				HO inward no.	
Firm/Company SCLP		Project SCLP.		HO received date	
PO/WO date 22/2/23		PO/WO No. 97434.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	8002	27/2/23	11,151-00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				11,151-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	117899		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:				11,151-00	
Amount E – PO / WO value:				11,151-00	
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		05/5/23.			
Remarks: find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		<i>[Signature]</i>			
Date		04/5/23			
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 weightment 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.: 97434	PO date: 22/04/23	Req. no.: 170771	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	117899			
☐ 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: All material received.				
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: NINISH	Sign: [Signature]	Date: 28/04/23.		
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:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: [Signature]	Sign: [Signature]	Date: 29/04/23		
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.	8002	27/02/23	11,151-00	117899
2.				
3.				
Remarks: need MD's approval for enclosed invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 29/04/23.		
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:				
Approved by: Soham	Sign:	Date:		



Purchase Order

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

Supplier Details

Shiva Engineering Works
5-4-23, Distillery Road, Shop no. 114, Ranigunj, Ispat Bhavan,
Secunderabad - 500003.

GSTIN 36AFLPA1330H1ZY

040-66336349/66568576

9391052252

Doc No	97434	170771
Doc Date	22-02-2023	
Quote No	Nil	
Quote Date	22-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Shiva

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 276000 - MISC-Miscellaneous - Temperature Guage-0-50Deg C- - 6" stem length - Nos GURU make	6.00	1,250.00	0.00	18.00	8,850.00
2 929800 - MISC-Miscellaneous - Thermowell-15Dmm- - 6" stem length - Nos	6.00	325.00	0.00	18.00	2,301.00

Total Order Value . . . 11,151.00

Rupees : Eleven Thousand One Hundred Fifty One Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% as advance.

Tax Inclusive of all taxes

Delivery Date Same Day

Delivery Location SLLP-GVDC

Phone. .

Penalty For Delay Nil

Transportation Extra.

Warranty Nil

Advance Paid Rs: 11,151 by Cheque/RTGS. Cheque no: _____, dated _____.

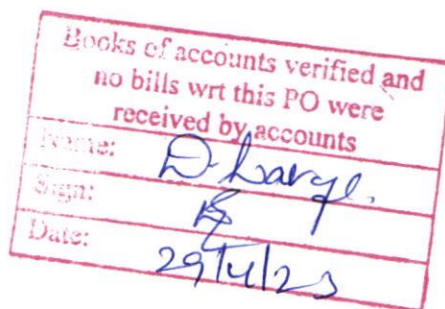
Other Terms We reserve the right to reject items not conforming to quality and specifications.

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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.



For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shiva Engineering Works**

Name : _____

Name : _____

Date : __/__/__

TAX INVOICE

(ORIGINAL FOR RECIPIENT)



IRN : e561f27b3f21190f20dc0013a3ead674e6c821f1187533fc8712c1-c1e05fa8c2
 Ack No. : 112315473322523
 Ack Date : 27-Feb-23

PAN : AFLPA1330H
 GSTIN : 36AFLPA1330H1ZY

Billed To
M/S.SUMMIT SALES LLP
 5-4-187 / 3 AND 4, 3RD FLOOR,
 SOHAM MANSION, M.G ROAD, SECUNDERABAD-500003
 StateName : Telangana Code: 36
 GSTIN : 36ACQFS2044C1Z7

Invoice No. : 8002 Date: 27-Feb-23
 D C No. : Date:
 Order No. : 97434/170771 Date: 22-2-2023
 L R No. : Date:

Shipped To
M/S.SUMMIT SALES LLP
 5-4-187 / 3 AND 4, 3RD FLOOR,
 SOHAM MANSION, M.G ROAD, SECUNDERABAD-500003
 PROJECT:-SSLLP-GVDC
 StateName : Telangana Code: 36
 GSTIN : 36ACQFS2044C1Z7

Vehicle :
 Transporter :
 Destination :

S No.	Description of Goods/Services	HSN /SAC Code	Rate of GST(%)	Qty	Rate	Disc(%)	Amount
1	TEMPERATURE GUAGE	90251990	18.00	6 Nos	1,250.00		7,500.00
2	THERMO WELL 15*150NB	90259000	18.00	6 Nos	325.00		1,950.00
							9,450.00
	OUTPUT CGST						850.50
	OUTPUT SGST						850.50
Totals				12 Nos			11,151.00

Total Invoice Amount (in Words)

Indian Rupees Eleven Thousand One Hundred Fifty One Only

E & O E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
90251990	7,500.00	9%	675.00	9%	675.00	1,350.00
90259000	1,950.00	9%	175.50	9%	175.50	351.00
Total	9,450.00		850.50		850.50	1,701.00

Tax Amount (in words) : Indian Rupees One Thousand Seven Hundred One Only

Declaration

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

* All Disputes Subjected to Secunderabad Jurisdiction

Customer's Seal and Signature

Company's Bank Details

Bank Name : YES BANK LTD
 A/c No. : 042484600000145
 Branch & IFS Code : NAMPALLY & YESB0000424

for SHIVA ENGINEERING WORKS

Authorised Signatory