PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/5/23	Prepared by	V. RAVI	Serial no.	16433
Supplier name	Jinkrupa ~~Agency~~			HO inward no.	
Firm/Company	SRLP	Project	SHLP.	HO received date	
PO/WO date	27.11.21	PO/WO No.	83042.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	37	03.12.21	21,240 -00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			21,240 -00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	100229	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:			21,240 -00
Amount E – PO / WO value:			21,240 -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	06/5/23.		
Remarks:	Find bill & close this PO.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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 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. 1539 Date 4/5/23 Sign.

Form for closure of purchase order

PO no.:	83042	PO date:	27.11.21	Req. no.:	169201	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	100229

□ 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.

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: Hemendra	Sign: for	Date: 02/05/23.

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.	3			
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: D. Sarup	Sign:	Date: 3/5/23

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.	37	03.12.21	21,240.00	100229
2.				
3.				

Remarks: Need MD's Approval for enclosed invoice.

Prepared by: Ravi	Sign:	Date: 03/05/23.

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
- 4 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

JIN KRUPA AGENCY
Plot No 56,Ground Floor.Sarva Sukhi Colony,
West Marredpally,Secundrabad,Hyderabad
GSTIN/UIN: 36AEMPM4587N1ZL
State Name : Telangana, Code : 36

Invoice No.	Dated
37	3-Dec-21
Delivery Note	Mode/Terms of Payment
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination

Consignee (Ship to)
Summit Sales Llp

GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Terms of Delivery

Po- 83042

Buyer (Bill to)
Summit Sales Llp

GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	MRP/ Marginal	Quantity	Rate	per	Amount
1	**Pvc Green Breaded**	39173290	18 %		**20 NOS**	900.00	NOS	18,000.00
	CGST							1,620.00
	SGST							1,620.00
	Total				20 NOS			₹ 21,240.00

INWARD
Inward No. 7324 Dt: 4/12/21
MRN No: 100229 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No. 108818
Date 29/4/22
Sign.
R.R. DIST.

Amount Chargeable (in words) E & O.E
INR Twenty One Thousand Two Hundred Forty Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	18,000.00	9%	1,620.00	9%	1,620.00	3,240.00
Total:	**18,000.00**		**1,620.00**		**1,620.00**	**3,240.00**

Tax Amount (in words) : **INR Three Thousand Two Hundred Forty Only**

8912343946

Company's Bank Details
Bank Name : Central Bank of India
A/c No. : 3451160140
Branch & IFS Code : Hill Street, Ranigunj & CBIN0281365

JIN KRUPA AGENCY
Plot No.56, H.No: 4-03-059,
Ground Floor, Sarva Sukhi Colony,
West Marredpally, Secunderabad - 500026.

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

for JIN KRUPA AGENCY
For JIN KRUPA AGENCY
Authorised Signatory

This is a Computer Generated Invoice

Proprietor

Purchase Order

 02-05-2023 13:20:38 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			
Jinkrupa Agency 4-3-75/3, Hill Street, Sec-Bad -500 003 **GSTIN** 36AEMPM4587N1ZL 2771-0119 98496-06725	**Doc No**	83042	169201
	Doc Date	27-11-2021	
	Quote No	NIL	
	Quote Date	20-10-2021	
	SupplyType	Supply	

Kind Attn : Mr. Hemal H. Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7353 - Plumbing - other - Green Hose pipe - Other - Mtrs *3/4" - 20 bundles*	600.00	30.00	0.00	18.00	21,240.00
					Total Order Value . . .	**21,240.00**

Rupees : Twenty One Thousand Two Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wr[illegible]is PO were receiv[illegible] accounts
Name: D Lavy
Sign:
Date: 29/5/23

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Jinkrupa Agency***

Name : _____

Date : __/__/____

Tax Invoice

JIN KRUPA AGENCY
Plot No 56,Ground Floor.Sarva Sukhi Colony,
West Marredpally,Secundrabad,Hyderabad
GSTIN/UIN: 36AEMPM4587N1ZL
State Name : Telangana, Code : 36

Invoice No.	Dated
37	3-Dec-21
Delivery Note	Mode/Terms of Payment
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination

Consignee (Ship to)
Summit Sales Llp

GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Terms of Delivery

PO 83042

Buyer (Bill to)
Summit Sales Llp

GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	MRP/ Marginal	Quantity	Rate	per	Amount
1	**Pvc Green Breaded**	39173290	18 %		**20 NOS**	900.00	NOS	**18,000.00**
	CGST							**1,620.00**
	SGST							**1,620.00**
	Total				**20 NOS**			**₹ 21,240.00**

Amount Chargeable (in words) *E. & O.E*
INR Twenty One Thousand Two Hundred Forty Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	18,000.00	9%	1,620.00	9%	1,620.00	3,240.00
Total:	**18,000.00**		**1,620.00**		**1,620.00**	**3,240.00**

Tax Amount (in words) : **INR Three Thousand Two Hundred Forty Only**

87123 43446

"TRUE COPY"

JIN KRUPA AGENCY
Plot No.56, H.No: 4-03-059,
Ground Floor, Sarva Sukhi Colony,
West Marredpally, Secunderabad - 500026.

Company's Bank Details
Bank Name : **Central Bank of India**
A/c No. : **3461168140**
Branch & IFS Code : **Hill Street, Ranigunj & CBIN0281365**

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

for JIN KRUPA AGENCY

FOR JIN KRUPA AGENCY

Authorised Signatory

This is a Computer Generated Invoice

Proprietor