PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/05/23	Prepared by	V.RAVI	Serial no.	16429
Supplier name	Digital Marketing			HO inward no.	
Firm/Company	CSLLP	Project	SHLLP.	HO received date	
PO/WO date	15.12.23	PO/WO No.	97177	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	02	02.04.23	820,876-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	820,876-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	118476	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:	820,876-00
Amount E – PO / WO value:	1450,115-97
Amount F – Difference (A – E):	629,239-97
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	06/05/23.
Remarks:	Part bill received.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		(signature)			
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. 1543
Date 4/5/23
Sign.

Form for closure of purchase order

PO no.:	97177	PO date:	15/2/23	Req. no.:	170848	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	118476.

☑ 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: Keep PO open, balance material required.

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: for	Date: 29/04/23.

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: 7,25,005/-	Date of payment: 20/2/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	730	15/2/23	5,51,114/-	yes
2.				
3.				
4.				

Remarks by Accountants:

Prepared by:	Sign:	Date:

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.	02	02.04.23	820,876-00	118476.
2.				
3.				

Remarks: Enclosed Invoice Need MD's Approval

Prepared by: Ravi	Sign:	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:

APPROVED BY
- 4 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-04-2023 17:35:16 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			
Digital Marketing	**Doc No**	97177	170848
Plot no-45-53, Bhagavan Colony,Near: Chakripuram X Roads, Nagaram Main road, Hyderabad.	**Doc Date**	15-02-2023	
	Quote No	Nil	
GSTIN 36AAKFB9292K1ZR	**Quote Date**	13-02-2023	
040-69992188 9885673235	**SupplyType**	Supply	

Kind Attn : Praveen Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	287300 - TILE-Tiles - Floor Tiles-Vitrified- - 600X600mm - sqm *Bibilos- 1400 boxes- 21700 Sft*	2,016.00	380.39	0.00	18.00	904,902.16
2	693100 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Blanco White - 300X300mm - sqm *1000 boxes- 11620 sft*	1,080.00	427.82	0.00	18.00	545,213.81
					Total Order Value . . .	**1,450,115.97**

Rupees : Fourteen Lakh(s) Fifty Thousand One Hundred Fifteen and Paise Ninty Seven Only.

Terms and Conditions :-

Specification / All tiles are Nitco brand Sl.1 is 15.5 sft in a box , 4 tiles in a box rate per sft Rs. 41.70/- including GST, Weight per box is 30 kgs, 12"x12" is 11.62 sft, 12 tiles in a box, 46.90 per sft including GST.

Payment Terms 50% Advance payment balance after delivery

Tax Included in the above prices

Delivery Date With in 15 days

Delivery Location SSLLP-GMR

.

Phone. .

Penality For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Rs. 7,25,005-00, by cheque......................

Other Terms We reserve the rights to reject the items if not as specified, damage is transit is in suppliers account, above order is for stock replanish, 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.'

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D Lnry
Sign:
Date: 2/5/23

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Digital Marketing*

Name : ______________ Name : ______________ Date : __/__/____

Original

DIGITAL MARKETING

PLOT NO45 TO 53 SURVEY NO 216 AND 217

CHAKRIPURAM KUSHAIGUDA KAPRA MUICIPALITY

KEESARA MANDAL

Telangana

GSTIN : 36AAKFD9292K1ZR

TAX INVOICE

Billing Address	Shipping Address	
SUMMIT SALES LLP 5-4-187/384 2ND FLOOR MG ROAD SECUNDERABAD GSTIN : 36ACQFS2044C1Z7 Phone :	SUMMIT SALES LLP SSLLP GMR MALAPUR HYDERABAD Telangana GSTIN : 36ACQFS2044C1Z7 Phone :	Invoice No : 2 Date : 02-04-2023 Transporter: GJ36V9922 PO No DOC 97177/ 170848 PO Date: DT 15-3-2023 DC No: DC Date:

SNo	Description	HSN / SAC	Qty	Rate	Gross Amount	Discount	Taxable Value	CGST Rate	CGST Amt	SGST Rate	SGST Amt	IGST Rate	IGST Amt	Net Amount
1	BIBILOS 600X600	69072100	1270.00	646.36	820875.52		695657.22	9.00	62609.15	9.00	62609.15			820875.52

Adv paid 7,25,005/- 20/2/23

Our Bank Details :	1,270.00	Gross Amount :	8,20,875.52
DIGITAL MARKETING		Discount Amount :	
BANK NAME: HDFC BANK LTD		Gross - Discount :	8,20,875.52
ACCOUNT NO: 50200007473682		Taxable Amount :	6,95,657.22
BRANCH: SAINAIKPURI		CGST :	62,609.15
HDFC0000126		SGST :	62,609.15
		IGST :	
		Invoice Amount :	8,20,876.00

IN WARD
Inward No: 7810 Dt: 8/4/23
MRN No: 158476 Dt: 05/04/2023
Received By: Sign:
SSLLP-GMR

Rupees : Eight Lakhs Twenty Thousand Eight Hundred Seventy Six only.

for DIGITAL MARKETING

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 107969
Date: 10/3/23
Sign:

Customer's Signature

Signature

e-Way Bill

E-Way Bill No:	**1316 2282 0986**
E-Way Bill Date:	**02/04/2023 12:02 PM**
Generated By:	**36AAK FD929 2K1ZR - M/S DIGITAL MARKETING**
Valid From:	**02/04/2023 12:02 PM [16Kms]**
Valid Until:	**03/04/2023**
Part - A	
GSTIN of Supplier	**36AAKFD9292K1ZR,M/S DIGITAL MARKETING**
Place of Dispatch	**Hyderabad,TELANGANA-500012**
GSTIN of Recipient	**36ACQ FS204 4C1Z7 ,SUMMIT SALES LLP**
Place of Delivery	**MALAPUR,TELANGANA-500076**
Document No.	**2**
Document Date	**02/04/2023**
Transaction Type:	**Regular**
Value of Goods	**820875.52**
HSN Code	**6907 - PREMIUM**
Reason for Transportation	**Outward - Supply**
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	GJ36V9922	Hyderabad	02-04-2023 12:02 PM	36AAKFD9292K1ZR	-	-

131622820986