PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/05/23	Prepared by	V. RAVI	Serial no.	17960
Supplier name	Paridhi Enterprises.			HO inward no.	
Firm/Company	S.S.LLP	Project	SHL4.	HO received date	
PO/WO date	84987	PO/WO No.	31/01/22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	055	13.02.22	171,203-00	✓ □ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	171,203-00
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	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	171,203-00
Amount E – PO / WO value:	230,000-00
Amount F – Difference (A – E):	58,797-00
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	100%. Advance paid against PO value.

Remarks: The differance amount credit note to be received. and it is final bill & close this PO, Or else vendor has to produce the balance invoice.

[signature] 25/5/23

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		25/5/23			
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.

NOTE:- site has sent confirmation full material received, but supplier is given only part bill only.

[signature] 25/5/23.

MODI PROPERTIES PVT. LTD. SECBAD. INWARD No. 2332 Date 25/5/23 Sign.

Form for closure of purchase order

PO no.: 84987	PO date: 31/01/22	Req. no.: 169424	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 19546, 105656 vide inward no: 8011

□ 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 against PO no: 84988

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: Basaveshwari	Sign:	Date: 29/03/23

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 100%	Amount paid: 2,30,000/-	Date of payment: 04/02/2022

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: B. Sudhan	Sign:	Date: 29/03/23

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.	055	13.02.22	230,000-00	
2.				
3.			171,203-00	25/4/23.

Remarks: Need MD's Approval to get certified True copy from vendor.

Prepared by: Ravi	Sign:	Date: 29.03.23

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

Data required from site/engineers:							
PO no.:	84987	PO date:	31/01/22	Req. no.:	169424	Advice Scan ID	
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: Total material received close this PO
GJMR PO NO (84988)

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Basaveshwari	[signature]	21/02/22	Ramprasad for	[signature]	21/02/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☑	Advance paid against this PO.	Amount paid	2,30,000/-

Remarks by Accountants: 100% Adv.

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
D. Lavy	[signature]	7/3/23			

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

Purchase Order

 20-02-2023 15:31:01 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			
Paridi Enterprises	**Doc No**	84987	169424
103, Premier Residency, Near: Chiran fort club, Begumpet, Hyderabad 16, TS.	**Doc Date**	31-01-2022	
	Quote No	NIL	
GSTIN 36ARVPM0998B1ZB	**Quote Date**	31-01-2022	
9949935500 9949935500	**SupplyType**	Supply	

Kind Attn : Ashish

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3002 - Cement - PPC - 50kgs - bags	500.00	234.38	0.00	28.00	150,000.00
2	3001 - Cement - 53 grade - 50kgs - bags *OPC*	250.00	250.00	0.00	28.00	80,000.00
					Total Order Value . . .	**230,000.00**

Rupees : Two Lakh(s) Thirty Thousand Only.

Terms and Conditions :-

Specification /	All items shall be of Bhavya brand/company
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	within 2 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Rs 2,30,000/-Dt 07/02/2022.
Other Terms	We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra Rs:5/- bag.Above order for GMR use purspose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery At Mallapur GMR Contact Person Mr Ramprasad-8309938133.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Paridi Enterprises***

Name : ______________________

Name : ______________________

Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
8005	28/01/24	14:10	Sri Sai Vishal Enterprises	①	Solid Bricks	6X8X16	550	Nos	258	85827	TS08UA 9193	Pandey	Omani	
8006	11	4	Summit Suhas	①	MS Grill	26X2	128	Nos	19528	85353	TS10UB 3122	Shekhar	Omani	
8007	29/03/24	9:20	Sri Arihant Steel	①	MS Tube	25mm	25	Nos	1442	86821	AP-28	Party	Jona	
				②	MS Sq pipe	10mm	12				TL-5307			
8008	"	"	-do-	①	MS Beam	100mm	04	Nos	1440	86803	-do-	-do-	Jona	
				②	MS Angle	40mm	04	"						
8009	"	"	-do-	①	MS Angle	50mm	10	Nos	1441	86804	-do-	-do-	Jona	
				②	-do-	25mm	04	"						
8010	"	10:10	Cement	①	RMC	M-25	04	Cum	054	-	TS-08 UE 5535	-do-	Jona	
8011	"	10:20	Parasakti	①	PPC Cement 50kg		500	Bag's	"	84988	AP-26 W-0193	Party	Jona	
				②	OPC Cement 50kg		250	"						

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
8005	28/01/22	14:10	Sri Sai Vishal Enterprises	① Solid Bricks		6X8X16	550	Nos	258	85827	TS08UA 9193	Pandey	Omi	
8006	〃	〃	Summit Sales	① MS Grill		26 X 2	128	Nos	19528	85353	TS10UB 3122	[illegible]	Omi	[illegible]
8007	29/03/22	9:20	Sri Arihant Steel		① MS Tube	25mm	25	Nos	1442	86821	AP-28 TC-3304	Party	[illegible]	
					② MS Sq pipe	10mm	12							
8008	〃	〃	-do-		① MS Beam	100mm	04	Nos	1440	86803	-do-	-do-	[illegible]	
					② MS Angle	40mm	04	〃						
8009	〃	〃	-do-		① MS Angle	50mm	10	Nos	1441	86804	-do-	-do-	[illegible]	
					② -do-	25mm	04	〃						
8010	〃	10:10	Cemex		① RMC	M-25	04	Cum	054	-	TS-08 UE 5535	-do-	[illegible]	
8011	〃	10:20	Paradise		① PPC Cement	50kg	500	Bag's	〃	85988	AP-26 W-0193	Party	[illegible]	
					② OPC Cement	50kg	250	〃						

Purchase Order

 31-01-2022 1:09:09 PM Original

84987
08.01.22 12:01:49

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

Supplier Details

Paridi Enterprises 103, Premier Residency, Near: Chiran fort club, Begumpet, Hyderabad 16, TS. 9949935500 9949935500	**Doc No**	84987	169424
	Doc Date	31-01-2022	
	Quote No	NIL	
	Quote Date	31-01-2022	
	SupplyType	Supply	

Kind Attn : Ashish

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	500.00	234.38	0.00	28.00	150,000.00
2 3001 - Cement - 53 grade - 50kgs - bags OPC	250.00	250.00	0.00	28.00	80,000.00
				Total Order Value . . .	**230,000.00**

Rupees : Two Lakh(s) Thirty Thousand Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Bhavya brand/company
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	within 2 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Rs 2,30,000/-Dt 07/02/2022.
Other Terms	We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra Rs:5/- bag.Above order for GMR use purspose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery At Mallapur GMR Contact Person Mr Ramprasad-8309938133.

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
02 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

2286

Material delivd
Bill awaited
22/09/21

For *Summit Sales LLP*
Authorised Signatory
Name : 31/01/2022

Accepted the above Terms And Conditions
For *Paridi Enterprises*
Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	31.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169424
Material required before date:	10.01.2022	ID No.	73406

No	Description	Size	Quantity	Units	Inward No	Date
1	Cement-PPC		500	Bags		
2	Cement-OPC		250	Bags		

PO 84987

Remarks: For C-Block Columns concrete Purpose&site office work and A,B,C&F Blocks flooring works.

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	31.01.2022	Sign. & Date	02 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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

APPROVED
31 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Tax Invoice (ORIGINAL FOR RECIPIENT)

PARIDHI ENTERPRISES F.Y.-2021-22
1st Floor, 11-6-27/20, Sunship Compound
Opp IDPL Factory, Balanagar
Hyderabad - 500037
GSTIN/UIN: 36ARVPM0998B1ZB
State Name : Telangana, Code : 36
E-Mail : enterprises@paridhigroup.in

Invoice No. **055**	e-Way Bill No. 1114 3651 3614	Dated **13-Feb-22**
Delivery Note **055**		Mode/Terms of Payment **IMM**
Reference No. & Date.		Other References **055**
Buyer's Order No. **84987/169424**		Dated **31-Jan-22**
Dispatch Doc No. **055**		Delivery Note Date **13-Feb-22**
Dispatched through **By Road**		Destination **Mallapur**
Bill of Lading/LR-RR No.		Motor Vehicle No. **TS 09 UC 3391**
Terms of Delivery		

Consignee (Ship to)
Summit Sales LLP
HYDERABAD
500076
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
Summit Sales LLP
5-4-187/3&4, 2nd Floor , MG Road , Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT PPC (25232930)**	25232930	**400 BAG**	234.38	BAG	**93,752.00**
2	**CEMENT OPC (25232910)**	25232910	**160 BAG**	250.00	BAG	**40,000.00**
						1,33,752.00
	Output CGST 14%			14	%	**18,725.28**
	Output SGST 14%			14	%	**18,725.28**
	Round Off					**0.44**
	Total		**560 BAG**			**₹ 1,71,203.00**

E. & O.E

"TRUE COPY"

Amount Chargeable (in words)
INR One Lakh Seventy One Thousand Two Hundred Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
25232930	93,752.00	14%	13,125.28	14%	13,125.28	26,250.56
25232910	40,000.00	14%	5,600.00	14%	5,600.00	11,200.00
Total	**1,33,752.00**		**18,725.28**		**18,725.28**	**37,450.56**

Tax Amount (in words) : **INR Thirty Seven Thousand Four Hundred Fifty and Fifty Six paise Only**

Company's PAN : **ARVPM0998B**

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

for PARIDHI ENTERPRISES F.Y.-2021-22

PARIDHI ENTERPRISES ★ HYD ★

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"