PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/5/23	Prepared by	V. RAVI	Serial no.	18606
Supplier name	S.S.L.L.P - GVDC			HO inward no.	
Firm/Company	Credentia	Project	G.V. one.	HO received date	
PO/WO date	02.09.22	PO/WO No.	91526.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29292	27/5/23	22,420-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,420-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 111380.	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:	22,420-00
Amount E – PO / WO value:	22,420-00
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	30/5/23.
Remarks: find bill & close this Po.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		27/5/23			
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.

PROPERTIES PVT. LTD.
INWARD
No. 2882
Date 27/5/23
Sign.
SEC'BAD

Form for closure of purchase order

PO no: 91526	PO date: 02.09.22		Req. no: 195064			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.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC + proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: Tanya. N | Sign: [signature] | Date: 10/4/23

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.				

Remarks by Accountants: Bill not received

Prepared by: R. Vinod | Sign: [signature] | Date: 15.04.23

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.				
2.				
3.				

Remarks: Need certified True copy from SSLP-GVOC.

Prepared by: Ravi | Sign: [signature] | Date: 17/4/23.

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

1 03-09-2022 12:33:09

Original / Office Copy / Purchase Div.Copy

Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shameerpet Mandal, Medchal Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details

Summit Sales LLP-GVDC
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.

GSTIN 36AAHCG4940K1ZC
040-66335551 040-66335551

Doc No	91526	195064
Doc Date	02-09-2022	
Quote No	NIL	
Quote Date	30-08-2022	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	188700 - STEL-Steel - Binding Wire-- - 20guage - Kgs	250.00	76.00	0.00	18.00	22,420.00
	Rupees : Twenty Two Thousand Four Hundred Twenty Only.		**Total Order Value . . .**			**22,420.00**

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Collect from SSLLP-GVDC Stores.

Crescentia Labs Pvt Ltd
horised Signatory

Accepted the above Terms And Conditions
For *Summit Sales LLP-GVDC*

me : ____________ Name : ____________ Date : __/__/____

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Grescentia Labs pvt Ltd.

Site: G.V. one.

DC No.	4218
Date	: 03/09/2022
Vehicle No.	: —
P.O. / W.O. No.	: 91526/195064
P.O. / W.O. Date	: 02/09/2022

Sl. No.	PARTICULARS	Quantity
1	188700 - STEL - Steel - Binding wire - 20 guage - kgs	250.00
2		
3		
4		
5		
6		
7		
8	INWARD	
9	Inward No: 1111 Dt: 3/9/22	
10	No: IU380 Dt: 5/9/22	
11	Received By: Ansari Sign: Ansari	
12	GRESCENTIA LABS PVT LTD	
13		

GSTIN :   250.00

Received the above materials in good condition

Received by : Ansari   Stamp

Date : 03/09/2022

For SUMMIT SALES LLP

Megha 03/09/22

Authorised Signatory

Name : ____________   Name : ____________   Date : __/__/____

Purchase Order

GV-ONE

 03-09-2022 10:02:17 Original

91526
01.09.22 10:54:24

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shamee Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details			
Summit Sales LLP-GVDC 5-4-187/3&4, II nd Floor, MG Road, Secunderabad.	**Doc No**	91526	195064
	Doc Date	02-09-2022	
	Quote No	NIL	
GSTIN 36AAHCG4940K1ZC	**Quote Date**	30-08-2022	
040-66335551 040-66335551	**SupplyType**	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	188700 - STEL-Steel - Binding Wire-- - 20guage - Kgs	250.00	76.00	0.00	18.00	22,420.00
					Total Order Value . . .	**22,420.00**

Rupees : Twenty Two Thousand Four Hundred Twenty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Collect from SSLLP-GVDC Stores.

For *Crescentia Labs Pvt Ltd*

Authorised Signatory

Name : 06/09/22

Accepted the above Term

For *Summit Sales LLP*

Name : ____________

Requisition Form						
Company Name:	crescentia Lab Pvt Ltd	Date:	30.08.2022			
Site & Phase :	GV ONE	Time:	17:00			
Flat/Block no.	SSLLP-GVDL					
Supplier:	GVDC SSLLP Ssummit safety	Req. No.	195064			
Material required before date:	PO	ID No.	79321			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL1887-Steel-Binding Wire---20guage-Kgs	250				
2	PO: 91526					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	site use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Md Mursalim Ansari					
Approved By:	Subba Reddy					
Sign & Date:	30/8/2022					

91268

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Crescentia Labs PVT LTD

Plot no. 15-B, MN Park Phase I, Sy No. 230 to 243, Turkapally, Shameerpet, Medchal,Malkajigiri Dist

GSTIN : 36AADCB2608M1Z0 PAN AADCB2608M

Invoice No.	DB - 29292
Invoice Date.	27-05-2023
PO No	91526
PO Date	02-09-2022
Req ID	79321
Req Date	30-08-2022
Loc Req No	195064

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	188700 - STEL-Steel - Binding Wire-- - 20guage -	72171020	250	76.00	19,000.00	18	3,420.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	1,710.00	1,710.00	Total Taxable Amount	19,000.00	3,420.00
			Total Invoice Amount	22,420.00	

Rupees : Twenty Two Thousand Four Hundred Twenty Only.

for Summit Sales LLP

SUMMIT SALES LLP SEC'BAD

Authorised signatory

"TRUE COPY"

Subject to Hyderabad Jurisdiction