PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/5/23	Prepared by	V. RAVI	Serial no.	18605
Supplier name	S.S.L.L.P - GVDC			HO inward no.	
Firm/Company	Cresentia	Project	GV One.	HO received date	
PO/WO date	25/4/22	PO/WO No.	87701	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29293	27/5/23	1858 - 50	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1858 - 50
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106492	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:	1858 - 50
Amount E – PO / WO value:	1858 - 50
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: final 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.

Form for closure of purchase order

PO no.:	87701	PO date:	25.04.22	Req. no.:	195017	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 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: TANYA N | Sign: | Date: 1/4/23.

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: R.Vinod | 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 invoice copy from SSLLP Groc.

Prepared by: Ravi | Sign: | 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

26-04-2022 14:32:55

Purchase Order

Original / Office Copy / Purchase Div.Copy

From 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

SSLLP - GVDC

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GSTIN 36

Doc No	87701	195017
Doc Date	25-04-2022	
Quote No	NIL	
Quote Date	25-04-2022	
SupplyType	Supply	

Kind Attn : .

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1007 - Building material - Kadis - NA - nos 6'	10.00	157.50	0.00	18.00	1,858.50
					Total Order Value . . .	**1,858.50**

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty Only.

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 level marking purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Collect from SSLLP-GVDC Stores.

For *Crescentia Labs Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *SSLLP - GVDC*

Name : ____________________

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 Cresentia Labs pvt. ltd	DC No. 4205
	Date : 25/04/2022
Site: GV one.	Vehicle No. :
	P.O. / W.O. No. : 87701
	P.O. / W.O. Date : 25/04/2022.

Sl. No.	PARTICULARS	Quantity
1	1007 - Building material - kadis - NA - NO's - 6'	10.00
2		
3		
4		
5		
6		
7	INWARD	
8	Inward No: 1036 Dt: 25-4-22	
9	MRN No: 106497 Dt: 26-4-22	
10	Received By: Ansari Sign: Ansari	
11	CRESCENTIA LABS PVT LTD	
12		
13.		
14		
15		
16		
17		
18		
19		
20		10.00

GSTIN :

Received the above materials in good condition. ✓

Received by : Kishan.

Stamp:

Date : 25/04/2022

For SUMMIT SALES LLP

25/04/22

Authorised Signatory

Purchase Order

25-04-2022 12:36:18 PM Ori

87701
20.04.22 3:07:38

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

Supplier Details

SSLLP - GVDC

Doc No	87701	195017
Doc Date	25-04-2022	
Quote No	NIL	
Quote Date	25-04-2022	
SupplyType	Supply	

Kind Attn :

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	1007 - Building material - Kadis - NA - nos	10.00	157.50	0.00	18.00	1,858.50
	Total Order Value . . .					**1,858.50**

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty Only.

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 level marking purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Collect from SSLLP-GVDC Stores.

For *Crescentia Labs Pvt Ltd*

Authorised Signatory

25/04/2022

Name : ____________

Accepted the above Terms And Conditions

For *SSLLP - GVDC*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Crescentia Labs Pvt Ltd.	Date:	22.04.2022
Site & Phase:	GV ONE	Time:	16:00
Supplier	-	Req. No.	195017
Material required before date:		ID No.	75862

No	Description	Size	Quantity	Units	Inward No	Date
1.	RCC Cement Marking pole	6'	10	Nos		
2.						
3.						
	PO 87701					
				APPROVED 25 APR 2022 MINISH PARIKH MANAGER PROCUREMENT		

Remarks: For site level marking purpose			
Prepared By	Md Mursalim Ansari	Approved by	V.Ramesh reddy
Sign. & Date	22.04.2022	Sign. & Date	22.04.2022

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Cresentia Labs pvt. ltd

Site: GV one.

DC No. 4205
Date : 25/04/2022
Vehicle No. :
P.O. / W.O. No. : 87701
P.O. / W.O. Date : 25/04/2022.

Sl. No.	PARTICULARS	Quantity
1	1007 - Building material - kadis - NA - NO's - 6'	10.00
2		
3		
4		
5		
6		
7	INWARD	
8	Inward No: 1036 Dt: 25-4-22	
9	MRN No: 10649? Dt: 26-4-22	
10	Received By: Ansari Sign: Ansari	
11	CRESCENTIA LABS PVT LTD	
12		
13.		
14		
15		
16		
17		
18		
19		10.00
20		

GSTIN :

Received the above materials in good condition. ✓

Received by : Kishan

Stamp:

Date : 25/04/2022

For SUMMIT SALES LLP

25/04/22

Authorised Signatory

TAXINVOICE

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 - 29293
Invoice Date.	27-05-2023
PO No.	87701
PO Date.	25-04-2022
Req ID	75862
Req Date	22-04-2022
Loc Req No	195017

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	1007 - Building material - Kadis - NA - nos 6'		10	157.50	1,575.00	18	283.50
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,575.00	283.50
	141.75	141.75	Total Invoice Amount	1,858.50	

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty Only.

for Summit Sales LLP

"TRUE COPY"

Authorised signatory

SUMMIT SALES LLP SEC'BAD

Subject to Hyderabad Jurisdiction