

PURCHASE DIVISION
Advice for approval for credit to supplier

19242

Date: 12-6-23		Prepared by: S. Jayasudha		Serial no.	
Supplier name: Balaji steel & Cement Traders				HO inward no.	
Firm/Company: SS LLP		Project: SS LLP @ VSC		HO received date	
PO/WO date: 2-05-23		PO/WO No.: 20230502021		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	065	3-05-23	1,55,000/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,55,000/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 20230531010	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:			1,55,000/-
Amount E – PO / WO value:			1,55,000/-
Amount F – Difference (A – E):			—
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		19-06-23	
Remarks: Final bill - 100% already advance paid.			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date		12 JUN 2023			
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.

BALAJI STEEL AND CEMENT TRADERS

Stockist in : TATA, Vizag for all TMT, AAC BLOCK & Cement Brands

1-3, Mallampet, Bachupally, Hyd. Malkajigiri Mandal, Medchal Dist. TS-500090, E-mail : vasuvajrala2@gmail.com

Buyer Name & Address

M/s. Summit Sales LLP- Hyd, T.S.

Invoice No.

065

146915
SCAN 2

Date :

03-05-2023

Vehicle No.

TS29 T 3698

Transporter Name :

PO NO: 20230502021

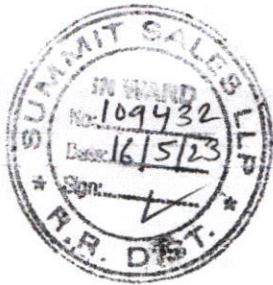
GST IN 36ACQFS 2044C177

E-Way Bill No. : 171637658684

Destination :

GVDC Turkapally

S.No.	DESCRIPTION	HSN Code	Qty.	Rate	Amount
1.	maha cement	2523	500 bags	242.18	121094.00
TOTAL					121094.00
SGST					14 % 16953.16
CGST					14 % 16953.16
IGST					- % -0.32
GRAND TOTAL					1,55,000.00



Rupees in words :

one lakh fifty five thousand rupees only.

A/c Name: Balaji steel & Cement Traders

A/c No. 14671 35000010397

Name : Karur Vysya Bank

IFSC : KVBL0001467 Branch: Kukatpally

For BALAJI STEEL AND CEMENT TRADERS

Declaration :

1. This is Subject to Hyderabad Jurisdiction.
2. Our liability cases once the goods leave from our premises
3. Goods once sold cannot be taken back or exchange.



Date :- 03/05/2021

PO :- 20230428031

D Cement PPC - 50kg

Bag - 500

INWARD	
Invoice No: 6094	DE: 03/5/23
MRN No:	DE:
Received By: 40	Signature: 40
G. M. C. PVT. LTD.	

MRN

20230531010

Summit Sales LLP
5-4-187/3&4, IInd Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS2044C1Z7

Delivery Location: SSLLP Stores @ VSC
Hyderabad, Telangana,
9155546784

Supplier Details																			
Balaji Steel and Cement Traders 1-3, Bachupally, Mallampet, Medchal, Malkajgiri Hyderabad, TG, 500090 GSTIN:36BCDPV5240D1ZP V. Srinivasa Reddy,9133132211										PO No		20230502021		Quote No		Nil			
										PO Date		02 May 2023		Quote Date		02 May 2023			
										Supply Type		Purchase Order		Requisition Num		20230502010			
SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%				Amount								
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT							
1	CEMT9218-Cement-PPC---50kg-Bag		500.00	242.18	0%	1,21,094	0%	14%	14%	0	16,953	16,953	1,55,000						
							Total Amount ...				0	16,953	16,953	1,55,000					
Rupees in words : One Lakh Fifty Five Thousands Only.																			

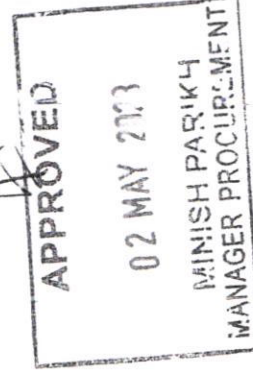
Purchase Order

Original

penna,parasakthi.
Loading included. Unloading extra @ Rs.5/- per bag.
Payment shall be made on quantity delivered at site
100% advance payment.
Inclusive of GST and all other taxes.
Within 1 or 2 days of PO
As per details given above
Included.
Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Delivery at GVDC Turkapally Contact Person Mr Subba Reddy-7674808777.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertic s.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.



Requisition Form

Name		Summit Sales LLP		Date		02 May 2023	
Or Phase		SSLLP Stores @ VSC		Time		01:30:01	
For Use In Flat/Villa/Other		other		Req.No.		20230502010	

Material required before date

S.No	Description	Add Spec	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No
1	CEMT9218-Cement-PPC---50kg-Bag		500.00	2,630	500.00	300.00	

PO Num	Date	Type	Status
20230502021	02 May 2023	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Purc-Mgr	Minish Parikh	System Generated: This Requisition Has Been Approved	02 May 2023 01:30:0
2	Purc-Mgr	Minish Parikh		02 May 2023 01:30:4

Prepared By :- Minish Parikh	Approved By:-
Sign:-	Sign:-
Date :- 02 May 2023	Date:-

242/187
7287

APPROVED
02 MAY 2023
MINISH PARIKH
MANAGER PROCUREMENT

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