PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/06/23	Prepared by	V. RAVI	Serial no.	18670
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	08.03.22	PO/WO No.	86224	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	5429	08/03/22	97,500-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	97,500-00
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:	97,500-00
Amount E – PO / WO value:	97,499.90
Amount F – Difference (A – E):	0.10
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.
Remarks:	Final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		(signature)			
Date		13.06.23			
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.
INWARD
No. 3386
Date 13/6/23
Sign.

Form for closure of purchase order

PO no.:	86224	PO date:	08/03/22	Req. no.:	169539	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	G.H.P Inward No: 12199 dtd 09/3/22	
□ 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 m/al 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: Devi	Sign: for	Date: 12/06/23.

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: 97,500-00	Date of payment: ~~37.03~~ 14.03.22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Remarks by Accountants:

Prepared by: D. Lavanya	Sign: D. Lavanya	Date: 12.06.23.

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.	5429	08.03.22	97,500-00	
2.				
3.				
4.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 12.06.23.

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
12 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 08-03-2022 5:06:35 PM

Origin

86224
28.02.22 2:52:28

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

Supplier Details

Sri Balaji Marketing Associates
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020

9246524365
9246524365

Doc No	86224	169539
Doc Date	08-03-2022	
Quote No	NIL	
Quote Date	08-03-2022	
SupplyType	Supply	

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	300.00	253.91	0.00	28.00	97,499.90
			Total Order Value . . .		**97,499.90**

Rupees : Ninty Seven Thousand Four Hundred Ninty Nine and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of PARASAKTHI brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone 9618244433, Hamendra
Penality For Delay	NIL
Transportation Cost	Included in the above price.
Warranty	NIL
Advance Paid	RS 97,500/-Dt 14/03/2022.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Material for GHT purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	Delivery at Kowkur Contact Person Mr Suresh-9502232100.

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

Adv paid
97,500
14/3/22

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

22639

Pls check this

For *Summit Sales LLP*
Authorised Signatory
08/03/2022
Name :

Name :

Accepted the above Terms And Conditions
For *Sri Balaji Marketing Associates*

Date : __/__/____

21/3/22

Requisition Form

Company Name:	SSLLP	Date:	08.03.2022
Site & Phase :	SHLLP	Time:	11:15
		Req.No.	169539
Supplier		ID No.	74456
Material required before date:			

No	Description	Size	Quantity	Units	Inward No	Date
1	PPC Cement		300	Bags		
2	PO/86224					
3						

Remarks: For GHT Site use purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED
Sign.& Date	08.03..2022	Sign. & Date	08 MAR 2022 MINISH PARIKH MANAGER PROCUREMENT

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

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86224	PO date:	8/3/22	Req. no.:	169539	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:	Supplier Bill not Recieved

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

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	97,500/-
Remarks by Accountants:			

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

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
Huda		

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Ghr

GENERAL MATERIAL

INWARD REGISTER

10

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Qty	Unit	D.C. No.	P.O. No.	Vehicle No.	Delivered by	Received by	Engineer's Signature
12199	[illegible]	[illegible]	Summit Sales LLP	1)	PPC cement		[illegible]	Bags		~~[illegible]~~ 86226	AP23W 3033	[illegible]	R	
[illegible] 19 9/3														
12200	[illegible]	[illegible]	[illegible] Traders	1)	coconut oil		[illegible]	NOS	017		By bike	Lochit	R	
12201	[illegible]	[illegible]	Bhagvati electricals	1) PVC	Pipe	3/4 X 7.5	15	NOS			By bike	Ramakrishna	R	
				2)	Bend	3/4"	30	NO						
				3)	Clamp	3/4"	01	"						
				4)	Vimon		01	"						
				5) GI	elbow		03	"						
12202	[illegible]	[illegible]	Summit Sales LLP	1) CPVC	Pipe	20MM	30	NOS	19265	86169	TS10UB 3123	Ramesh	R	
				2) "	Elbow	3/4	70	"						
				3) "	Tee	3/4	25	"						
				4) Stainless	Bend	3/4	2	"						
				5) CPVC	coupling	3/4	12	"						
				6) "	Reducer elbow	3/4 X 1/2	44	"						
				7) "	" Tee	3/4 X 1/2	2	"						
				8) "	Reducer STA	3/4 X 1/2	6	"						
				9) "	End cap	3/4	12	"						
				10)	Threaded End Plug	1/2	39	"						
				11)	CPVC Solution		4	"						
				12)	Plumbing nails	3/4	[illegible]	Kg						
				13)	Hacksaw blade		12	NOS						
12203	[illegible]	11:48	"	1)	Flush Tank Concealed		16	NOS	19260	84794	TS10UB 3123	Ramesh	R	
[illegible]	[illegible]	[illegible]	"											

REDMI NOTE 9
AI QUAD CAMERA

Purchase Order

 07-05-2022 15:53:14 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			
Sri Balaji Marketing Associates	**Doc No**	86224	169539
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020	**Doc Date**	08-03-2022	
	Quote No	NIL	
GSTIN 36ACPPC4261Q1Z3	**Quote Date**	08-03-2022	
9246524365 9246524365	**SupplyType**	Supply	

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3002 - Cement - PPC - 50kgs - bags	300.00	253.91	0.00	28.00	97,499.90
					Total Order Value . . .	**97,499.90**

Rupees : Ninty Seven Thousand Four Hundred Ninty Nine and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of PARASAKTHI brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	NIL
Transportation Cost	Included in the above price.
Warranty	NIL
Advance Paid	RS 97,500/-Dt 14/03/2022.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Material for GHT purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	Delivery at Kowkur Contact Person Mr Suresh-9502232100.

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Balaji Marketing Associates*

Name :

Name :

Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
12199.	09/03/22	02:24	Summit sales LLP	1) PPC	cement		300	Bags	without DC 19354	~~86271~~ 86226	AP23W 3033	Suplain	R	
12200	09/03/22	11:56	Ambika Traders	1)	coconut oil		2	NO'S	019		By Bike	Lachit	R	
12201	09/03/22	13:26	Bhagwati electricals	1) PVC	Pipe	3/4" X 1.5	15	NO'S			By Bike	Ramakrishna	R	
				2)	Bend	3/4"	30	NO'S						
				3)	clamp	3/4"	01	"						
				4) ·	Vinon		01	"						
				5) GI	Elbow		08	"						
12202	09/03/22	15:44	Summit sales LLP	1) CPVC	Pipe	20MM	30	NO'S	19265	86169	TS10UB 3123	Somesh	R	
				2) "	Elbow	3/4	70	"						
				3) "	Tee	3/4	25	"						
				4)	Stripover Bend	3/4	2	"						
				5) CPVC	coupling	3/4	12	"						
				6) "	Reducer Elbow	3/4 X 1/2	44	"						
				7) "	" Tee	3/4 X 1/2	2	"						
				8) "	Reducer FTA	3/4 X 1/2	6	"						
				9) "	End cap	3/4	12	"						
				10)	Threaded End Plug	1/2	34	"						
				11) CPVC	Solution		4	"						
				12)	Bombay Nails	2 1/2	2	kg						
				13)	Hacksaw blade		12	NO'S						
12203	09/03/22	15:44	"	1)	Flush Tank Conceled		10	NO'S	19260	84794	TS10UB 3123	Somesh	R	
12204	09/03/22	15:44	"	1)	Wood Screws	25X8 MM	3	NO'S	19266	86217	TS10UB 3123	Somesh	R	
				2)	"	30X8 MM	3	"						

Purchase Order

 26-12-2022 04:36:51 PM Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	86226	141247
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-03-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-03-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3002 - Cement - PPC - 50kgs - bags	300.00	256.45	0.00	28.00	98,474.88
					Total Order Value . . .	**98,474.88**

Rupees : Ninty Eight Thousand Four Hundred Seventy Four and Paise Eighty Eight Only.

Terms and Conditions :-

Without DC

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	Included in the above price
Delivery Date	within 2 days
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment as per actual receipt of material Rs 12/- Hamali Charges,.Above order for 106,307,308&406 Flooring purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	PO 86224.

INWARD
Inward No: 12199 Dt: 09/03/22
MRN No: 104957 Dt: 16/03/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

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

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

Email - sbma233@gmail.com

ORIGINAL

TAX INVOICE

Phone No : 040 66784365
Cell No : 09246524365
09346524365

SRI BALAJI MARKETING ASSOCIATES

DEALERS :KCP, PARASAKTI,BIRLASHAKTI,RAMCO & SUVARNA Cements.

SHOP NO3,SRT343,JAWAHARNAGAR,ASHOKNAGAR,HYDERABAD.500020.TELANGANA

GSTIN No:36ACPPC4261Q1Z3

Billing Address	Shipping Address		
SUMMIT SALES LLP	**SUMMIT SALES LLP**	**INV NO:**	5429
5-4-187/3&4,2ND FLOOR,MG ROAD	KOWKUR ALWAL	**DATE :**	08-03-2022
SECUNDERABAD	MR SURESH	**PO NO:**	86224/169539
GSTIN No. 36ACQFS2044C1Z7	PH 9502232100	**DATE :**	
PAN / AADHAR.NO		**TRUCK NO :**	AP23W3033
Phone No lavanya@modipropert		**E WayBill No**	131446056332

Sl. No	Description Of Goods	HSN	QTY	RATE Incl GST	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	300	325.00	76,171.88	10,664.06	10,664.06	
	Total		300		76,171.88			

CGST AMT : 10,664.06	**IGST AMT :**	**TOTAL GST AMOUNT -**	**21,328.12**
SGST AMT : 10,664.06		**TAXABLE AMOUNT -**	**76,171.88**
		TOTAL TCS AMOUNT-	
Value in Rs:		R.off :	
NINETY SEVEN THOUSAND FIVE HUNDRED ONLY		TOTAL:	**97500.00**

Our Bank Details
Bank Name : S.B.I (ASHOKNAGAR BR)
Account No : 35706838384
RTGS/IFSC: SBIN0011658

Our Bank Details
Bank Name: HDFC BANK (RTC X ROAD BR)
Account No : 50200050652389
RTGS/IFSC : HDFC0000472

For SRI BALAJI MARKETING ASSOCIATES

"TRUE COPY"

SRI BALAJI MARKETING ASSOCIATES HYDERABAD 9246524365

AUTHORISED SIGNATORY

Terms & Conditions:

1) Interest @ 24% will be charged if bill is not settled within 8 days.
2) Subject to HYDERABAD JURISDICTION.

CERTIFICATE : Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly from the buyer