PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30.09.23	Prepared by	V.RAVI	Serial no.	
Supplier name	Technovision sales & services.			HO inward no.	
Firm/Company	S.S.L.Lp	Project	SHLLp.	HO received date	
PO/WO date	08.05.20	PO/WO No.	67022	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	B2B-19	13.05.2022	18,000-00	□ Yes ☑ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,000-00
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:	18,000-00
Amount E – PO / WO value:	18,500-00
Amount F – Difference (A – E):	500-00
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.
Remarks: find bill & close this Po.	
Note: Rs. 500/- to be collect refund.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI	✓		
Sign:		[signature]			
Date		30.09.23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MODI
MANAGING DIRECTOR

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.:	67022	PO date:	08/05/2020	Req. no.:	14513	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	Site forward No: 14235 dtd 18/05/2020 @ SSLLP.	
□ 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: Site has confirmed that material received, but MRN not available		
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: Hemendra	Sign: for	Date: 27/09/23.
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: 18,500/-	Date of payment: 08/05/2020.

Details of part bill received:

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

Remarks by Accountants: Bills not received in accounts.		
Prepared by: D. Lavanya	Sign:	Date: 29/09/2023.
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.	B2B-19	13.05.2022	18,000-00	
2.				
3.				
4.				
5.				

Remarks: Need MD's approval for enclosed photocopy of invoice to take in books of A/c.		
Prepared by: Ravi	Sign:	Date: 29/9/23.

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 SEP 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 27-09-2023 17:27:11

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

Technovision Sales & Services
8/2/644/1/6, Hi line complex, Road no 12, Banjara Hills, Hyderabad, Telangana, 500034.

GSTIN 36AAHFT9910H1ZW
9000500800 9000500800

Doc No	67022	14513
Doc Date	08-05-2020	
Quote No	Nil	
Quote Date	08-05-2020	
SupplyType	Supply	

Kind Attn : Md. Younus

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5175 - Equipment - consumable durable - TV - Other - nos *LED TV*	1.00	15,678.00	0.00	18.00	18,500.04
					Total Order Value . . .	**18,500.04**

Rupees : Eighteen Thousand Five Hundred and Paise Four Only.

Terms and Conditions :-

Specification /	Brand will be MI, 40"
Payment Terms	Advance payment
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	One year
Advance Paid	Rs. 18,500-00, RTGS, Dated 8-5-20
Other Terms	We reserve the rights to reject the items if not as specified, above order is for Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Technovision Sales & Services***

Name : ____________________

Name : ____________________

Date : __/ /

Ok
29/9/23.

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by	Received by	Engineer's Signature
14235	18/5/20	18:00	East side Residency 67022 - 14513	2	Micromax Smart T.V	32"	01	Nos	12802	TS10EG 4520	Somesh		
14236	19/5/20	10:00	Praveen Pathak 78202	0	Mask		1000	No	-	by bike	Praveen Pathak		
14237	"	12:00	Patel Enterprises 67240 - 14525	Sou Po -	2 PPC cement 67241	50kgs	400	Bags	-	AP 29 TB 1167	Party		
14238	"	14:00	NPIGPRI Estates 67241	2323 0 Gate Pass 2377	Door Frame(old)	7'x3.6'	06	Nos	1701	TS10UB 3123	Satvives		
				2376	-do- 2+2	7'x3'	06	"					
				2379	-do- 2+1	7.3'x3'	08	"					
				2378	-do- 2+2	7'x2.6	01	"					
					-do- 2+1	7'x2.6	12	"					
14239	"	16:00	Venkatramana Stationery 66883 - 14482	0	HDPE Rope		10	Bundle	010	TS10UA 9758	Selva		
14240	"	"	Reflections Electricals (P) Ltd 66757 - 14469	0	Isolator	40A	20	Nos	1032	"	"		
14241	"	"	Premier Engineering Co. 67218 - 14532	0	Yellow wire	1/18	32	Bundle	0018	"	"		
					Black wire	(")	32	"					
					Red wire	(")	16	"					
					Green wire	(")	16	"					
					Yellow wire	3/20	24	"					
					Black wire	(")	24	"					
					Green wire	(")	16	"					
					Blue wire	7/20	17	"					
				9	Black wire	(")	12	"					
14242	"	"	Shubham Enterprises 67220 - 14533	2	Change over	25 Amps	15	Nos	40	"	"		

Sales Invoice

TECHNOVISION SALES AND SERVICES

#10 Hi-Line Complex, Road No. 12, Banjara Hills, Hyderabad-34
GSTIN: 36AAHFT9910H1ZW

TO.

SUMMIT SALES LLP
NO NAME
NO NUMBER
36ACQFS2044C1Z7
5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, Rangareddy, Telangana, 500003

DATE: 13-05-202
V.no: B2B-
Place of Supply: 36- Telang

S#	Name / HSN Code	Code	IMEI	Qty	GST %	Rate	Taxable
1	MI TV 4A 40 (100 CM)	MI TV 4A 40 (100 CM)	44/222100139781	1	28.00	14062.50	14062.
	Total			1	28.00	14062.50	14062.50

Amount In Words
RUPEES EIGHTEEN THOUSAND ONLY

Gross Amt:	14,062.50
CGST:	1,968.75
SGST:	1,968.75
IGST:	-
Net Amt:	18,000.00

Terms.
1. Warranty as per manufacturer's Terms & Conditions.
2. Goods Once Sold will not be taken back or exchange.
3. Cheque payments are subject to realization.
4. Cheque to be issued in the name of " TECHNOVISION SALES AND SERVICES ".
5. Technovision shall NOT be responsible for any kind of claims of insured phones.
6. All Disputes are subject to Hyderabad Jurisdiction.

For **TECHNOVISION**
Authorised Signatory

"TRUE COPY"