ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	03/11/23	Prepared by	V. RAVI	Serial no.	
Supplier name	PATEL & CO			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	11.01.23	PO/WO No.	96043	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2695/23-24	27.10.23	94,253-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	94,253-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118545	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:	94,253-00
Amount E – PO / WO value:	34,51,795-00
Amount F – Difference (A – E):	33,57,542-00
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	06.11.23
Remarks:	Part bill received.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		03.11.23			
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.

MEMO

DATE & FROM:	TO & REMARKS.
SOHAM	~~[illegible]~~
2/4	Audit team,
	Need details of material
	not delivered! Why?
(RAVI)	To,
02/11/23	MD sir,
	This is Bulk order CP material and
	almost 95% Material received out
	47 No's wall mixture are balance
	that to supplier is confirmed that
	it will be delivery by next week
	i.e Monday or Tuesday.
	* Balance Material value is 126,948/-

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	96043	PO date:	11.01.23	Req. no.:	170692	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	118545		
✓□ 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:	Part mtrl 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: MINISH	Sign: for	Date:	01.11.23.

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: 12,43,035-00		Date of payment: 13/1/23, 16/1/23 & 31/01/23.

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	283/110	20.04.23	331,031-00 ✓	yes
2.	339/411	29.04.23	187,425-00 ✓	yes
3.	789/845	02.06.23	145,327-00 ✓	yes
4.	831	08.06.23	162,342-00 ✓	yes
5.	4652/4698	10.02.23	510,102-00 ✓	yes
6.	4864/5098	20.03.23	344,501-00 ✓	yes
7.	1017/1024	15.06.23	896,764-00 ✓	yes
8.	1210/23-24	04.07.23	653,103-00 ✓	yes.

Remarks by Accountants:

Prepared by: LAVANYA	Sign:	Date: 01.11.23.

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.	2695/23-24	27.10.23	94,253-00	118545.
2.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date:

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
- 3 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

 11-01-2023 12:46:23 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

PATEL & CO
H No-8-7-177/5, Plot no-4& 21, Swarnadhama Nagar, Dairy farm Road, Old bowenpally, Secunderabad- 500011

GSTIN 36AEJPP6112M1Z6
27050751,27066567,64513751. 9440190816

Doc No	96043	170697
Doc Date	11-01-2023	
Quote No	Nil	
Quote Date	11-01-2023	
SupplyType	Supply	

Kind Attn : Suresh Patel

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 607400 - PLCP-Plumbing - CP Wall Mixture-- - - - Nos *F2006401*	500.00	2,289.00	0.00	18.00	1,350,510.00
2 952200 - PLCP-Plumbing - CP Pillar Cock-- - - - Nos *F2006101*	500.00	583.00	0.00	18.00	343,970.00
3 779100 - PLCP-Plumbing - CP Sink Cock with Swivel Spout -- - - - Nos *F2006251*	500.00	850.00	0.00	18.00	501,500.00
4 768200 - PLCP-Plumbing - CP Angle Cock-- - - - Nos *F8040201*	1,500.00	284.00	0.00	18.00	502,680.00
5 911700 - PLCP-Plumbing - CP Shower Arm -- - - - Nos *F7020108, Shower arm with Head*	500.00	589.00	0.00	18.00	347,510.00
6 789100 - PLCP-Plumbing - CP Health Faucet-- - - - Nos *F8030105*	500.00	415.00	0.00	18.00	244,850.00
7 710100 - PLCP-Plumbing - CP Short Body-- - - - Nos *F2006151*	250.00	545.00	0.00	18.00	160,775.00
				Total Order Value . . .	**3,451,795.00**

Rupees : Thirty Four Lakh(s) Fifty One Thousand Seven Hundred Ninty Five Only.

Terms and Conditions :-

Specification / Brand	Cera brand ' Ocean model ' Foam Flow, qurter turn.
Payment Terms	10% Advance payment, balance on delivery of material in parts and recipt of invoice, advance paid to be propertionatly deducted.
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	15 years any manufacturing defected, replacement warranty
Advance Paid	Rs.3,45,179/-by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order for stock Replenishing purpose

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For *PATEL & CO*

Name :

Date : _/_/_

Estimate/Draft PO

 11-01-2023 12:46:23 Original / Office Copy / Purchase Div.Copy

Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *PATEL & CO*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP						
Site & Phase :	~~SOVLLP~~ SHLLP	Date:	10.01.2023				
Unit No./Block No.		Time:	11:00:00				
Supplier:							
Material required before date:		Req. No.	170697				
		ID No.	83358				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	PLCP3231-Plumbing-CP Wall Mixture----Nos	500		500			
2	PLCP3381-Plumbing-CP Pillar Cock----Nos	500		500			
3	PLCP2426-Plumbing-CP Sink Cock with Swivel Spout ----Nos	500		500			
4	PLCP7374-Plumbing-CP Angle Cock----Nos	1500		1500			
5	PLCP4226-Plumbing-CP Shower Arm ----Nos	500		500			
6	PLCP7791-Plumbing-CP Health Faucet----Nos	500		500			
7	PLCP2398-Plumbing-CP Short Body----Nos	250		250			
8							
9							
10							
Remarks:	For Stock Replenishing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	M.Asha jyothi						
Approved By:	Minish						
Sign & Date:							

96042

APPROVED
10 JAN 2023
P. PRABHAKAR
Sr. MANAGER PURCHASE

JOHNSON
Not just tiles, Lifestyles.

DELIVERY CHALLAN

PATEL & CO.

CERA

H.No. 8-7-177/5, Plot No. 4 & 21, Swarnadhama Nagar, Dairy Farm Road,
Old Bowenpally, Secunderabad - 500011, Ph : +91 8977213751 +91 7737513751
GSTIN : 36AEJPP6112M1Z6

Rav

M/s. Summit Sales LLP.
Secundrabad
Pono- 96043.

D.C. No. 2695
Date : 27/10/23
Transport :
GSTIN :

S. No.	PARTICULARS	HSN Code	Qty.	Rate	AMOUNT Rs.	Ps.
1.	F2006101 PIC		10			
2	F2006251 SIC		49.			
3	F7020108 Shower		55.			

INWARD
Inward No. 20502 Dt: 28/10/23
MRN No: 118545 Dt: 28/10/23
Received By:
Sign:
SUMMIT SALES LLP

Please receive the above mentioned goods in good order and condtion.

Receiver's Signature

For Patel & Co.

Authorised Signature

Tax Invoice (ORIGINAL FOR RECIPIENT) e-Invoice

IRN : 31a2b66cdcef11344874e0345ae3cd6b0f3819f6f6-c2cc821464d3a013cffa9c
Ack No. : 112317956397657
Ack Date : 27-Oct-23

PATEL & CO
H.NO.8-7-177/5, PLOT NO.4 & 21,
SWARNADHAMA NAGAR,DAIRY FARM ROAD,
OLD BOWENPALLY,SECUNDERABAD -11
IEC NO - AEJPP6112M
GSTIN/UIN: 36AEJPP6112M1Z6
State Name : Telangana, Code : 36
E-Mail : PATEL319@YMAIL.COM / PATELMKJ319@GMAIL.COM

Invoice No. **2695/23-24**	e-Way Bill No. **151735637464**	Dated **27-Oct-23**
Delivery Note **2695**		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No.		Dated
Dispatch Doc No. **Po No 96043**		Delivery Note Date **27-Oct-23**
Dispatched through		Destination
Bill of Lading/LR-RR No.		Motor Vehicle No. **TS10UA9758**
Terms of Delivery		

Consignee (Ship to)
SUMMIT SALES LLP
SYNO 210&211 RAMPALLY VILLAGE,
GHATKESAR, HYDERAABD.
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
SUMMIT SALES LLP
5-4-187/3 &4,2ND FLOOR,
M.G ROAD,SECUNDERABAD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**F2006101 Pillar Cock**	84819090	**10.00 nos**	583.00	nos		**5,830.00**
2	**F2006251 Sink Cock**	84819090	**49.00 nos**	850.00	nos		**41,650.00**
3	**F7020108AB - O/H SHOWER &ARM**	39221000	**55.00 nos**	589.00	nos		**32,395.00**
							79,875.00
	CGST Output						**7,188.75**
	SGST Output						**7,188.75**
	Roundoff						**0.50**
	Total		**114.00 nos**				**₹ 94,253.00**

INWARD
Inward No. 20502 Dt: 28/10/23
MRN No: 118545 Dt: 28/10/23
Received By: Sign:
SUMMIT SALES LLP

E. & O.E

Amount Chargeable (in words)
INR Ninety Four Thousand Two Hundred Fifty Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84819090	47,480.00	9%	4,273.20	9%	4,273.20	8,546.40
39221000	32,395.00	9%	2,915.55	9%	2,915.55	5,831.10
Total	**79,875.00**		**7,188.75**		**7,188.75**	**14,377.50**

Tax Amount (in words) : **INR Fourteen Thousand Three Hundred Seventy Seven and Fifty paise Only**

Company's Bank Details
Bank Name : **KOTAK MAHINDRA BANK**
A/c No. : **9440190816**
Branch & IFS Code : **BOWNENPALLY & KKBK0007530**

Company's PAN : **AEJPP6112M**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for PATEL & CO

Authorised Signatory

SUMMIT SALES LLP
IN WARD
No: 15069
Date: 31/10/23
Sign:
R.R. DIST.

This is a Computer Generated Invoice

e-Way Bill

e-Way Bill

Doc No.: Tax Invoice - 2695/23-24
Date : 27-Oct-23

IRN : 31a2b66cdcef11344874e0345ae3cd6b0f3819f6f6c2cc821464d3a013cffa9c
Ack No.: 112317956397657
Ack Date: 27-Oct-23

1. e-Way Bill Details

e-Way Bill No.: **151735637464** Mode : **1 - Road**
Generated By: **36AEJPP6112M1Z6** Approx Distance: **14 KM**
Supply Type: **Outward-Supply** Transaction Type: **Bill To - Ship To**

Generated Date: **27-Oct-23 1:12 PM**
Valid Upto : **28-Oct-23 11:59 PM**

2. Address Details

From

PATEL & CO
GSTIN : 36AEJPP6112M1Z6
Telangana

Dispatch From

H.NO.8-7-177/5, PLOT NO.4 & 21,, SWARNADHAMA NAGAR,
DAIRY FARM ROAD,, OLD BOWENPALLY,SECUNDERABAD -11,
IEC NO - AEJPP6112M HYDERABAD Telangana 500015

To

SUMMIT SALES LLP
GSTIN : 36ACQFS2044C1Z7
Telangana

Ship To

SYNO 210&211 RAMPALLY VILLAGE,, GHATKESAR,
HYDERAABD.
HYDERABAD Telangana 500051

3. Goods Details

HSN Code	Product Name & Desc	Quantity	Taxable Amt	Tax Rate (C+S)
84819090	F2006101 Pillar Cock & F2006101 Pillar Cock	10 NOS	5,830.00	9+9
84819090	F2006251 Sink Cock & F2006251 Sink Cock	49 NOS	41,650.00	9+9
39221000	F7020108AB - O/H SHOWER &ARM & F7020108AB - O/H SHOWER &ARM	55 NOS	32,395.00	9+9

Tot.Taxable Amt : 79,875.00 Other Amt : 0.50
CGST Amt : 7,188.75 SGST Amt : 7,188.75

Total Inv Amt : 94,253.00

4. Transportation Details

Transporter ID :
Name :

Doc No. :
Date :

5. Vehicle Details

Vehicle No. : **TS10UA9758** From : **HYDERABAD**

CEWB No.: