

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

Date:	03/11/23	Prepared by	V. RAVI	Serial no.	
Supplier name	PARTEL & CO			HO inward no.	
Firm/Company	SSLP	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:					
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.
<u>SOHANI</u>	Attn
<u>2/4</u>	Audit team,
✓	Need details of material not delivered! Why?
(RAVI)	To, ✓
02/11/23	MD Sir,
M	This is Bulk order CP material and almost 95% material received out of 47 nos wall mixtures 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 available ☒ Y ☐ N	original ☒ 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: Paid mtd 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 [Signature]	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: [Signature]	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 SSLP 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: SOHAM MODI MANAGING DIRECTOR	

Estimate/Draft PO

Page(s) 1 Of 2

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.
GST 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, quarter turn.

Payment Terms 10% Advance payment, balance on delivery of material in parts and receipt of invoice, advance paid to be proportionately 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

Penalty For Delay Nil

Transportation Cost Nil

Warranty 15 years any manufacturing defect, 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

For **Summit Sales LLP**

Accepted the above Terms And Conditions

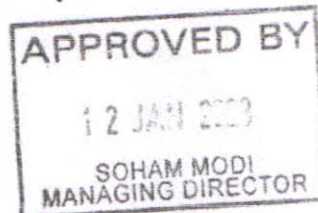
Authorised Signatory

For **PATEL & CO**

Name :

Name :

Date : / /



Estimate/Draft PO

Page(s) 2 Of 2

11-01-2023 12:46:23

Original / Office Copy / Purchase Div. Copy

Completion Date Nil
Measurement 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: SSLP

Site & Phase : ~~SOVITA~~ & ~~4111~~ P

Unit No./Block No.

Supplier:

Material required before date:

S No. Item

- 1 PL.CP3231-Plumbing-CP Wall Mixture----Nos
- 2 PL.CP3381-Plumbing-CP Pillar Cock---Nos
- 3 PL.CP2426-Plumbing-CP Sink Cook with Swivel Spout ---Nos
- 4 PL.CP7374-Plumbing-CP Angle Cock---Nos
- 5 PL.CP4226-Plumbing-CP Shower Arm ---Nos
- 6 PL.CP7791-Plumbing-CP Health Faucet---Nos
- 7 PL.CP2398-Plumbing-CP Short Body---Nos
- 8
- 9
- 10

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha iyothi

Approved By: Minish

Sign & Date:

Date: 10.01.2023

Time: 11.00.00

Req. No. 170697

ID No. 83358

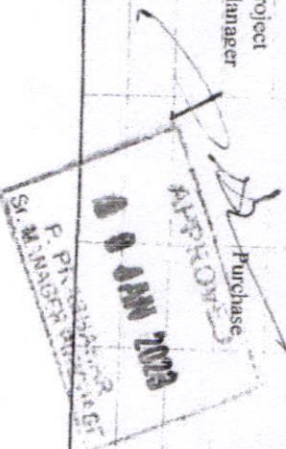
Qty required at site Qty available Order Qty Inward No Inward Date

500	500	500		
500	500	500		
500	500	500		
1500	1500	1500		
500	500	500		
500	500	500		
250	250	250		

Project Manager

Purchase

MID





JOHNSON
Not just tiles. Lifestyles.

DELIVERY CHALLAN

PATEL & CO.
77/5, Plot No. 4 & 21, Swarnadhama
ly, Second

CER.

TEL & CO.
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

GSTIN : 36AEJPP6112M1Z6

M/s. Summit sales LLP

Secundrabad
Pono-96043.

D.C. No. **2695**

Date : 27/10/25

Transport :

GSTIN :

[illegible]

INWARD

Inward No. 20502

Dt: 28 / 10 / 23

MRN No: 118545

Di: 28/10/23

Received By:

Sign:

SUMMIT SALES LLP

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

Receiver's Signature

For Patel & Co.

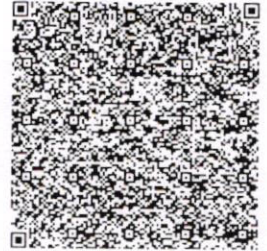
Authorised Signature

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.	e-Way Bill No.	Dated
2695/23-24	151735637464	27-Oct-23
Delivery Note	Mode/Terms of Payment	
2695		
Reference No. & Date.	Other References	
Buyer's Order No.	Dated	
Dispatch Doc No.	Delivery Note Date	
Po No 96043	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

SI 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	Dr: 28/10/23
MRN No: 118545	Dr: 28/10/23
Received By:	Sign:
SUMMIT SALES LLP	

Amount Chargeable (in words)

INR Ninety Four Thousand Two Hundred Fifty Three Only

HSN/SAC		Taxable Value	Central Tax		State Tax		Total
			Rate	Amount	Rate	Amount	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 PAN : AEJPP6112M
 Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

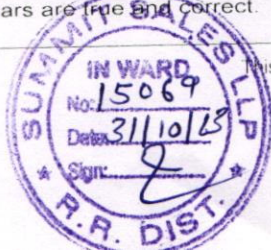
Company's Bank Details

Bank Name : KOTAK MAHINDRA BANK
 A/c No. : 9440190816
 Branch & IFS Code : BOWNENPALLY & KKBK0007530

for PATEL & CO

Authorized Signatory

This is a Computer Generated Invoice



e-Way Bill

e-Way Bill

Doc No : Tax Invoice - 2695/23-24

Date : 27-Oct-23

IRN : 31a2b66cdcef11344874e0345ae3cd6b0f3819f6f6c2cc821464d3a013cfa9c

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

To

SUMMIT SALES LLP
GSTIN : 36ACQFS2044C1Z7
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

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. :