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

Date:	29.11.23	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.	2905/ 23-24	09.11.23	16,206-00	☑ Yes □ No
2.	3084 / 23-24	21.11.23	126,948-00	□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	143,154-00
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:	143,154-00
Amount E – PO / WO value:	34,51,795-00
Amount F – Difference (A – E):	33,086,41-00
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	10.12.23.
Remarks:	Final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		29.11.23			
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.

Admin-Audit Division

Form for closure of purchase order - Manual

Ravi Sir

PO no.:	96043	PO date:	11/01/2023	Req. no.:	170697	Advice Scan ID	
Barcoded PO available	☑Y/□ N	Invoice available	original ☑Y/□N /□Copy available			POD available	□Y/□ N

Data required from site/engineers:

MRN nos. related to PO	118547

□ 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: All material received – close po.

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: Asha Jyothi Sign: Date: 22/11/2023.

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: Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.	* Details of part bills received separate sheet enclosed.			
3.				
4.				

Remarks by Accountants: ① 2905 & 3084 bills are not received

Prepared by: Lavanya Sign: Date: 28.11.23.

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.	2905/23-24	09.11.23	16,206-00	118546.
2.	3084/23-24	21.11.23	126,948-00	118547.
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Invoices

Prepared by: Ravi Sign: Date: 28.11.23.

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

□ Accounts to be reconciled with supplier. Get supplier's ledger. □ Keep PO open. Material awaited

Remarks:

Approved by: Soham Sign: Date:

APPROVED BY
29 NOV 2023
SOHAM MODI
[illegible] DIRECTOR

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 96043	PO date:	11.01.2023	Req. no.:	170697	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	118546

✓ □ 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: This is BULK order CP material and only 41 No's wall mixury are pendi

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: 17.11.2023.

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 & 31/1/23.

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.	1017/1024/831	15.06.23 & 08.6.23	10,59,106-00	yes
5.	1210/23-24	04.07.23	653,103-00	yes
6.	2695/23-24	27.10.23	94,253-00	yes
7.	4652/4698	10.02.23	510,102-00	yes
8.	4864/5098	20.03.23	344,501-00	yes

Remarks by Accountants:

Prepared by: D. LAVANYA Sign: D. Lav [signature] Date: 17.11.2023

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.	2905/23-24	09.11.2023	16,206-00	118546.
2.				

Remarks: Need MD's Approval for enclosed invoice.

Prepared by: Ravi Sign: [signature] Date: 17.11.2023.

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:

Tax Invoice *(ORIGINAL FOR RECIPIENT)* **e-Invoice**

IRN : 899838cd6ef45da3614b52b65e5a71ef1883e5e-8e8860492c600a1b3ef6854db
Ack No. : 112318134947639
Ack Date : 9-Nov-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. **2905/23-24**	Dated **9-Nov-23**
Delivery Note **2905**	Mode/Terms of Payme
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No. **PO NO 96043**	Delivery Note Date **9-Nov-23**
Dispatched through	Destination
Bill of Lading/LR-RR No.	Motor Vehicle No. **TS10UA9758**
Terms of Delivery	

Consignee (Ship to)
SUMMIT SALES LLP
SY NO 210&211 RAMPALLY VILLAGE,
GHATKESAR, HYDERABAD.
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	**F2006401 2in1 Wallmixier**	84819090	**6.00 nos**	2,289.00	nos		**13,734.00**
	Less : ***CGST Output***						**1,236.06**
	SGST Output						**1,236.06**
	Roundoff						**(-)0.12**
	Total		**6.00 nos**				**₹ 16,206.00**

INWARD
Inward No. 20561 Dt: 9/11/23
MRN No: 118546. Dt: 11/11/23
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words)
INR Sixteen Thousand Two Hundred Six Only
E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84819090	13,734.00	9%	1,236.06	9%	1,236.06	2,472.12
Total	**13,734.00**		**1,236.06**		**1,236.06**	**2,472.12**

Tax Amount (in words) : **INR Two Thousand Four Hundred Seventy Two and Twelve 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
Authorised Signatory

This is a Computer Generated Invoice

SUMMIT SALES LLP INWARD No: 115564 Date: 16/11/23

Tax Invoice

e-Invoice

IRN : b592ab247779d42e2b82ffefcda0ebeecdd834b-76111bb4ef7f1f37fbc14f65b
Ack No. : 112318244380867
Ack Date : 21-Nov-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
3084/23-24	151750615049	21-Nov-23
Delivery Note 3084		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No.		Dated
Dispatch Doc No. PO NO 96043		Delivery Note Date 21-Nov-23
Dispatched through		Destination
Bill of Lading/LR-RR No.		Motor Vehicle No. TS10UA9758
Terms of Delivery		

Consignee (Ship to)
SUMMIT SALES LLP
SY NO 210 & 211, RAMPALLY VILLAGE,
GATKESAR, HYDERABAD.
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	**F2006401 2in1 Wallmixier**	84819090	**47.00 nos**	2,289.00	nos		**1,07,583.00**
	CGST Output						**9,682.47**
	SGST Output						**9,682.47**
	Roundoff						**0.06**
	Total		**47.00 nos**				**₹ 1,26,948.00**

Amount Chargeable (in words) *E. & O.E*
INR One Lakh Twenty Six Thousand Nine Hundred Forty Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84819090	1,07,583.00	9%	9,682.47	9%	9,682.47	19,364.94
Total	**1,07,583.00**		**9,682.47**		**9,682.47**	**19,364.94**

Tax Amount (in words) : **INR Nineteen Thousand Three Hundred Sixty Four and Ninety Four 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

This is a Computer Generated Invoice

INWARD
Inward No. 20611 Dt. 21/11/23
MRN No: 118547 Dt. 22/11/23
Received By: Sign:

e-Way Bill

e-Way Bill

Doc No. : Tax Invoice - 3084/23-24
Date : 21-Nov-23

IRN : b592ab247779d42e2b82ffefcda0ebeecdd834b76111bb4ef7f1f37fbc14f65b
Ack No. : 112318244380867
Ack Date : 21-Nov-23

1. e-Way Bill Details

e-Way Bill No.	151750615049	Mode	1 - Road	Generated Date	21-Nov-23 12:57 PM
Generated By	36AEJPP6112M1Z6	Approx Distance	14 KM	Valid Upto	22-Nov-23 11:59 PM
Supply Type	Outward-Supply	Transaction Type	Bill To - Ship To		

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 -

To

SUMMIT SALES LLP
GSTIN : 36ACQFS2044C1Z7
Telangana

Ship To

SY NO 210 & 211, RAMPALLY VILLAGE,, GATKESAR, HYDERABAD.
HYDERABAD Telangana 500051

3. Goods Details

HSN Code	Product Name & Desc	Quantity	Taxable Amt	Tax Rate (C+S)
84819090	F2006401 2in1 Wallmixier & F2006401 2in1 Wallmixier	47 NOS	1,07,583.00	9+9

Tot.Taxable Amt	1,07,583.00	Other Amt	0.06	Total Inv Amt	1,26,948.00
CGST Amt	9,682.47	SGST Amt	9,682.47		

4. Transportation Details

Transporter ID :
Name :

Doc No. :
Date :

5. Vehicle Details

Vehicle No. : TS10UA9758 From : HYDERABAD CEWB No. :

e-Way Bill

e-Way Bill

Doc No. : Tax Invoice - 3084/23-24
Date : 21-Nov-23

IRN : b592ab247779d42e2b82ffefcda0ebeecdd834b76111bb4ef7f1f37fbc14f65b
Ack No. : 112318244380867
Ack Date : 21-Nov-23

1. e-Way Bill Details

e-Way Bill No.	151750615049	Mode	1 - Road	Generated Date	21-Nov-23 12:57 PM
Generated By	36AEJPP6112M1Z6	Approx Distance	14 KM	Valid Upto	22-Nov-23 11:59 PM
Supply Type	Outward-Supply	Transaction Type	Bill To - Ship To		

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 -

To

SUMMIT SALES LLP
GSTIN : 36ACQFS2044C1Z7
Telangana

Ship To

SY NO 210 & 211, RAMPALLY VILLAGE,, GATKESAR, HYDERABAD.
HYDERABAD Telangana 500051

3. Goods Details

HSN Code	Product Name & Desc	Quantity	Taxable Amt	Tax Rate (C+S)
84819090	F2006401 2in1 Wallmixier & F2006401 2in1 Wallmixier	47 NOS	1,07,583.00	9+9

Tot.Taxable Amt :	1,07,583.00	Other Amt :	0.06	Total Inv Amt :	1,26,948.00
CGST Amt :	9,682.47	SGST Amt :	9,682.47		

4. Transportation Details

Transporter ID :
Name :

Doc No. :
Date :

5. Vehicle Details

Vehicle No. : TS10UA9758 From : HYDERABAD CEWB No. :

Estimate/Draft PO

11-01-2023 12:46:23

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

Original / Office Copy / Purchase Dev Copy

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

Kind Attn : Suresh Patel

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

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 :

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						

96042

Remarks For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED
JAN 2023
SR. MANAGER

DELIVERY CHALLAN

JOHNSON
Not just tiles, Lifestyles.

PATEL & CO.

CERA

Ravi

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

M/s. Summit Sales LLP
Secunderabad.
PO - 96043

D.C. No. 2905
Date : 09/11/23.
Transport :
GSTIN :

S. No.	PARTICULARS	HSN Code	Qty.	Rate	AMOUNT Rs.	Ps.
1.	F2006401 WIM		6			
			6			

INWARD
Inward No. 20561 Dt: 9/11/23
MRN No: Dt:
Received By: 118546 Sign:
SUMMIT SALES LLP

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

Receiver's Signature

For Patel & Co.

Authorised Signature