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

Date:	29/12/23	Prepared by	V. RAVI	Serial no.	
Supplier name	SFS Hardware.			HO inward no.	
Firm/Company	S.S.L.L.P	Project	SSLLP-GVPC	HO received date	
PO/WO date	14.12.22	PO/WO No.	94997	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	323	19/12/22	4131-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			4131-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	115279	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:			4131-00
Amount E – PO / WO value:			4131-00
Amount F – Difference (A – E):			NIL
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	10/01/24		
Remarks:	Find bill & close this PO.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		29/12/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY -9 JAN 2024 SONAM 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.

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	94997	PO date:	14.12.22	Req. no.:	170557.	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	115279	
□ 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 MATERIAL 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: HEMENDRA	Sign: for	Date: 26.12.23.

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:	Date of payment:

Details of part bill received:

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

Remarks by Accountants:

Prepared by: Umar Farooq	Sign:	Date: 28/12/23

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.	323	19/12/2022	4131-00	115279.
2.				
3.				
4.				
5.				

Remarks: Need MD's ~~Approval~~ for enclosed certified True copy and need to be debited to NRK

Prepared by: Ravi	Sign:	Date: Advised to NRK

Advice by MD - action to be taken.

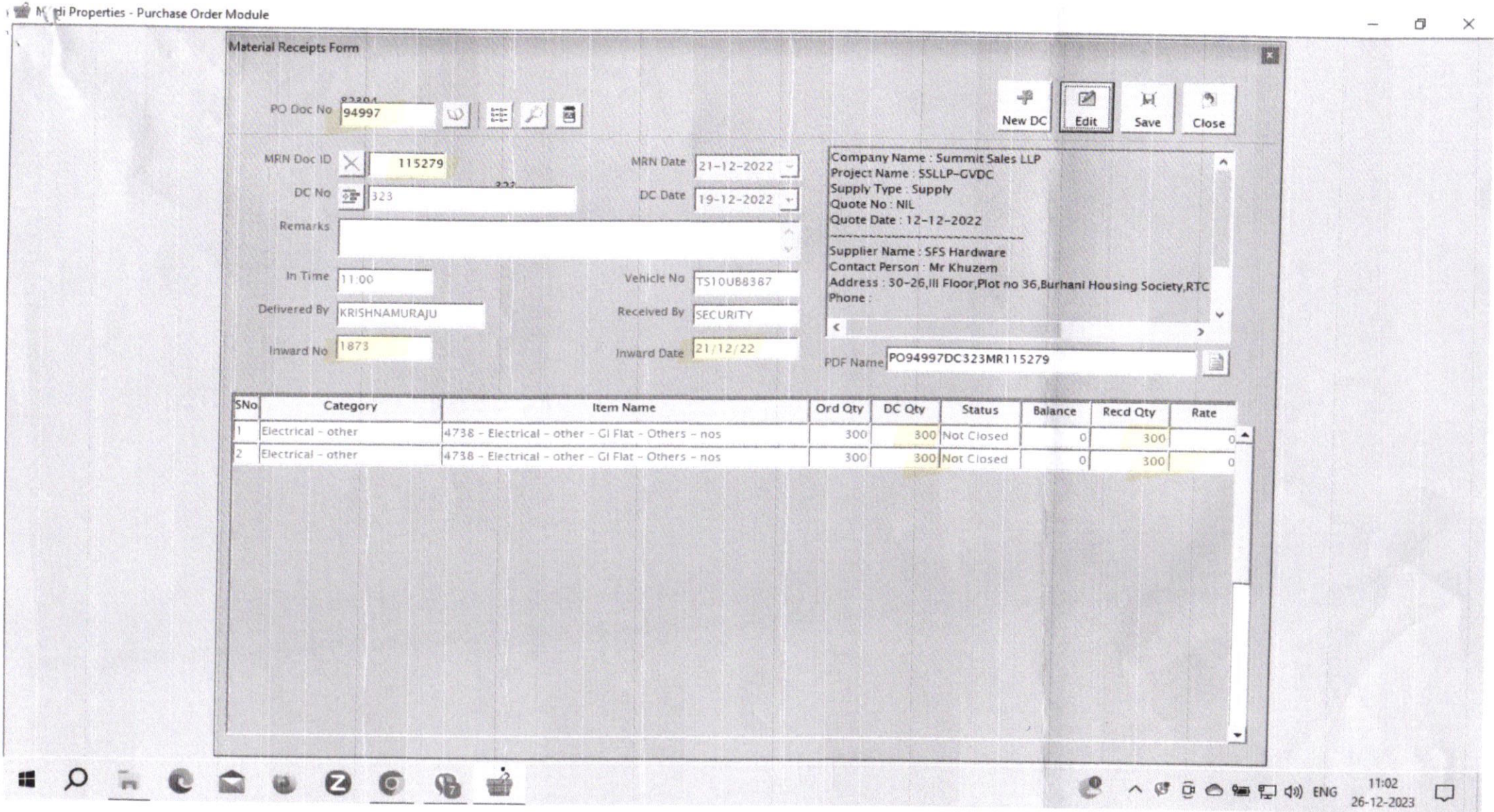
☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

28/12/23

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
28 DEC 2023
SOHAM MODI
MANAGING DIRECTOR


Material Receipts Form
PO Doc No 94997
New DC
Edit
Save
Close
MRN Doc ID 115279
MRN Date 21-12-2022
DC No 323
DC Date 19-12-2022
Remarks
In Time 11:00
Vehicle No TS10UB8367
Delivered By KRISHNAMURAJU
Received By SECURITY
Inward No 1873
Inward Date 21/12/22
Company Name : Summit Sales LLP
Project Name : SSLLP-GVDC
Supply Type : Supply
Quote No : NIL
Quote Date : 12-12-2022
Supplier Name : SFS Hardware
Contact Person : Mr Khuzem
Address : 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC
Phone :
PDF Name PO94997DC323MR115279
SNo | Category | Item Name | Ord Qty | DC Qty | Status | Balance | Recd Qty | Rate
1 | Electrical - other | 4738 - Electrical - other - GI Flat - Others - nos | 300 | 300 | Not Closed | 0 | 300 | 0
2 | Electrical - other | 4738 - Electrical - other - GI Flat - Others - nos | 300 | 300 | Not Closed | 0 | 300 | 0
ENG
11:02
26-12-2023

Purchase Order

 26-12-2023 11:00:13 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			
SFS Hardware 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15 **GSTIN** 36BJJPG3515K1Z6 9550505717	**Doc No**	94997	170557
	Doc Date	14-12-2022	
	Quote No	NIL	
	Quote Date	12-12-2022	
	SupplyType	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4738 - Electrical - other - GI Flat - Others - nos *GI sleeves and bullets-8mmx50mm*	300.00	4.72	0.00	18.00	1,670.88
2	4738 - Electrical - other - GI Flat - Others - nos *GI sleeves and bullets-10mmx50mm*	300.00	6.95	0.00	18.00	2,460.30
				Total Order Value . . .		**4,131.18**

Rupees : Four Thousand One Hundred Thirty One and Paise Eighteen Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2 days
Delivery Location	SSLLP-GVDC . Phone. .
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for stock purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at GVDC Turkapally Contact Person Mr Ramesh Reddy-9848134856.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

Name :

GST INVOICE

SFS HARDWARE
#30-26 3rd FLOOR PLOT NO 36
BURHANI HOUSING SOCIETY RTC COLONY
TRIMULGHEERY HYDERABAD 500-015
Mobile : 9550505717
Company's GSTIN: 36BJJPG3515K1Z6

Invoice No : 323
Delivery challan no :

Dated: 19-12-2022
Dated :

PO NO : **94997 - 170557**
PO Date : 14-12-2022

Buyer:
M/s. SUMMIT SALES LLP.
5-4-187/3 & 4, II FLOOR, SOHAM MANSION, MG ROAD
SECUNDERABAD - 500003
Buyer's GSTIN : 36ACQFS2044C1Z7

Despatched Through : **BY HAND / DRIVER**
Despatched Date : 19-12-22
State Code: **36**

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	GI SLEEVES AND BULLETS SIZE : 08 X 50 MM	7318	300.00 NOS	4.72	18.00%	1,416.00
2	GI SLEEVES AND BULLETS SIZE : 10 X 50 MM	7318	300.00 NOS	6.95	18.00%	2,085.00
	TRANSPORTATION CHARGES :					0.00
					TOTAL :	**3,501.00**
	Total Tax Amount: 630.18				**CGST @ 9 %**	315.09
					SGST @ 9 %	315.09
					Round off	-0.18
					Grand Total	**4,131.00**

Amount Chargeable (in words)

Rs: FOUR THOUSAND ONE HUNDRED AND THIRTY ONE ONLY

Company's Bank Details
Current A/c No : 3719725147
Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

"TRUE COPY"

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SFS HARDWARE

Authorised Signatory