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	SSLLP	Project	SSLLP - GVOC.	HO received date	
PO/WO date	14.12.22	PO/WO No.	95034	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	322	19.12.22	11,594-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,594-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115283	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:	11,594-00
Amount E – PO / WO value:	11,594-00
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.	

Note: this amount to be adjusted in to NRK Debit balance

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

APPROVED BY
SOHAN MODI
MANAGING DIRECTOR
-9 JAN 2024

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.

Larye

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

PO no.:	95034	PO date:	14.12.22	Req. no.:	170549.	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	115283	
□ 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: 26.12.2023.
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.				
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.	322	19.12.2022	11,594-00	115283.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval and this bill amount to be adjusted to NRK Debit balance.

Prepared by: Ravi	Sign:	Date:

28/12/23

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
28 DEC 2023
SOHAM MODI
MANAGING DIRECTOR

MB Properties - Purchase Order Module

Material Receipts Form

PO Doc No: 95034

MRN Doc ID: 115283

DC No: 322

Remarks:

In Time: 11:00

Delivered By: KRISHNAMURAJU

Inward No: 1874

MRN Date: 21-12-2022

DC Date: 19-12-2022

Vehicle No: TS10UB8387

Received By: SECURITY

Inward Date: 21/12/22

New DC | Edit | Save | Close

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: PO95034DC322MR115280

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Steel - other	8157 - Steel - other - MS Washers - NA - nos	5	5	Not Closed	0	5	0
2	Carpentry - hardware	2294 - Carpentry - hardware - Anchor Rod - other - nos	500	500	Not Closed	0	500	0

ENG 11:0 26-12-2

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	**Doc No**	95034	170549
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	14-12-2022	
	Quote No	NIL	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	12-12-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8157 - Steel - other - MS Washers - NA - nos *MS flat washer -8mm(kg)*	5.00	144.00	0.00	18.00	849.60
2	2294 - Carpentry - hardware - Anchor Rod - other - nos *Wedge Anchor-12mm x 100mm*	500.00	18.21	0.00	18.00	10,743.90
				Total Order Value . . .		**11,593.50**

Rupees : Eleven Thousand Five Hundred Ninty Three and Paise Fifty 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	Next Day.
Delivery Location	SSLLP-GVDC . Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for 2727 block bathroom door sample purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at SSLLP-GVDC store,contact person Mr.Hanmanthu mobile no:8332809057

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

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 : 322** Delivery challan no : **Dated: 19-12-2022** Dated : PO NO : **95034 - 170549** 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	MS FLAT WASHER SIZE : 08 MM (KG)	7318	5.00 KGS	144.00	18.00%	720.00
2	WEDGE ANCHOR SIZE : 12 MM X 100 MM	7318	500.00 NOS	18.21	18.00%	9,105.00
	TRANSPORTATION CHARGES :					0.00
					TOTAL :	**9,825.00**
	Total Tax Amount: 1768.50				**CGST @ 9 %**	884.25
					SGST @ 9 %	884.25
	"TRUE COPY"				Round off	0.50
					Grand Total	**11,594.00**

Amount Chargeable (in words)

Rs: ELEVEN THOUOSAND FIVE HUNDRED AND NINETY FOUR ONLY

Company's Bank Details

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

For SFS HARDWARE

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.

Authorised Signatory