

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

Date:	29.12.23	Prepared by	V. RAVI	Serial no.	
Supplier name	SHM PWIS & Hardware Mart			HO inward no.	
Firm/Company	SSLP	Project	SSLP-GVDC	HO received date	
PO/WO date	20.03.23	PO/WO No.	20230320049	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	21/2023-24	06.04.23	59,000-00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				59,000-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	Inwd no: 2038 dtd 10.4.23			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:				59,000-00	
Amount E - PO / WO value:				303,260-00	
Amount F - Difference (A - E):				244,260-00	
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		10.01.24			
Remarks: find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29/12/23			
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.

APPROVED
-9 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

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

20230320049

PO no.:		PO date:	20/03/2023	Req. no.:	20230320034	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	20230327026 dtd 27/3/23 and Inwd no: 2038 dtd 10/4/23						
☐ 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 mtl 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:	B. PRAVEEN	Sign:	fr	Date:	28/12/2023		
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.	3225	27-03-23	2,36,580	Yes			
2.							
3.							
4.							
Remarks by Accountants: part bills received against this PO							
Prepared by:	Umar Farooq	Sign:	Suf	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.	21/2023-24	06/04/23	59,000-W	Inwd No: 2038 dtd 11/4/23			
2.							
3.							
4.							
5.			Invoice				
Remarks: Need MD's approval for enclosed certified copy and need to prepare							
Prepared by: Ravi		Sign:		Date: Manual Ac's due to earlier Ac's already made.			
Advice by MD - action to be taken.							
☒ Get certified bill from supplier (not original).				☐ Prepare bill in SSSLP 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: 28 DEC 2023			

APPROVED BY

28 DEC 2023

SOHAM MODI
MANAGING DIRECTOR

Advice For Credit To Supplier

Date	21/12/23 01:44:54 PM	Prepared By	Ravi Vanam
Supplier Name	S.H.M.Tools and Hardware Mart	Advice Num	
Company Name	Summit Sales LLP	Project Name	SSLLP Stores @ GV
PO/WO date	20 Mar 2023	PO/WO No.	20230320049
PO Amount		Proof Of Delivery By Way Of	DCs/bill
		3,03,260	

Supplier Bill Details

Invoice Num	Invoice Date	Invoice Material Amount	Invoice Other Amount	Remarks	Supplier Invoice Doc	Created By	Creation Date
3225	27 Mar 2023	2,36,580	0		137647 SSLLP SSLLP - GVDC Pur 2023-04-06.pdf	Minish Parikh	09 Apr 2023

Billing Items Details

SNo	Item Name	MRN Qty	Invoiced Qty	Rate	Discount	GST	SGST	CGST	IGST	Tax Amount	Amount
1	FIRE2597-Fire & Safety-Fire reel drum--20DX30mL-Nos.	20.00	20.00	5,000	0%	18%	9%	9%	0%	18,000	1,18,000
2	FIRE5726-Fire & Safety-Hose Reel Drum--30mtrs-Nos.	40.00	40.00	3,200	0%	18%	9%	9%	0%	23,040	1,51,040
3	FIRE7441-Fire & Safety-SS Branch pipe--63Dmm-Nos.	20.00	20.00	1,450	0%	18%	9%	9%	0%	5,220	34,220
Total Amount											3,03,260

Other Details

Sum Of Invoice Other Amount	
Sum Of Invoice Material Amount	2,36,580
Other Credits	
Other Debits	

Amount To Be Credited To Supplier		-66,680
Quantity Received As Per PO/WO Value		
Is PO Rate = Bill Rate		
Close PO/WO	No-Wait For Balance Material	
Remarks	part Received . 100% advance paid	
Voucher No		
Voucher Date	09 Apr 2023	

DC And MRN Details

DC No	DC Date	MRN No	Vehicle No	Inward No	Proof of delivery matches MRN
3225	27 Mar 2023	20230327026	Ts 10 ub 8387	2022	No

Transaction Log

Sno	Role	User	Remarks	Date And Time
1	Purc-Mgr	Minish Parikh	part Received . 100% advance paid	09 Apr 2023 03:05:34 pm
2	Purc-Mgr	Minish Parikh	part Received . 100% advance paid	09 Apr 2023 03:06:24 pm
3	Purc-Mgr	Minish Parikh	System Generated: Advice For Credit Has Been Approved	09 Apr 2023 03:06:38 pm

Purchase Order

From Company:

Summit Sales LLP
5-4-187/3&4, 11nd FloorSoham MansionM.G.Road
Secunderabad, TELANGANA,500003
GSTNO:36ACQFS2044C1Z7

Delivery Location: SSLP Stores @ GV

Sy. 191 & 119, Genome Valley, Thurkapalle
Ranga Reddy, Telangana,500078
Praveen,9989330044

Supplier Details

S.H.M.Tools and Hardware Mart
4-3-132, Hill street Ranigunj
Secunderabad, TG, 500003
GSTIN:36AAUFS3449R9R1Z1
Musthafa Kayamkhani, 9391055794
shm.tools53@gmail.com

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT
1	FIRE2597-Fire & Safety-Fire reel drum--20DX30ml-Nos.	20.00	5,000.00	0%	1,00,000	0%	9%	9%	0	9,000
Addl Spec	NEWAGE MAKE									
2	FIRE5726-Fire & Safety-Hose Reel Drum--30mts-Nos.	40.00	3,200.00	0%	1,28,000	0%	9%	9%	0	11,520
Addl Spec	NEWAGE MAKE									
3	FIRE7441-Fire & Safety-SS Branch pipe--63Dmm-Nos.	20.00	1,450.00	0%	29,000	0%	9%	9%	0	2,610
Addl Spec	NEWAGE MAKE									
Total Amount										23,130
Rupees in words : Three Lakh Three Thousand Two Hundred And Sixty Only.										23,130

Terms and Conditions:-

Payment Terms :	100% as advance payment.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Ex stock.
Delivery Location :	As per details given above
Transport:	Purchaser to arrange transport at its cost.
Transportation Cost :	Our scope.
Advance Paid :	100% of PO value.
Bill submission:	Vendor Shall submit proof of delivery+original invoice at head office of purchaser
Remarks :	We reserve the right to reject items not conforming to quality and specifications.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

INWARD REGISTER

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TAX INVOICE

S.H.M TOOLS & HARDWARE MART

4-3-132, HILL STREET, RANIGUNJ, SECUNDERABAD
GSTIN / UIN: 36AAUFS3449R1Z1
Phone no: 040 66901218 / 66901318
Mobile no: +91 9391055794 / 9246577131
Email: shm.tools53@gmail.com

Consignee

SUMMIT SALES LLP (S)

SHIP TO: SSLLP STORES @ GVDCSY.191 & 119,
GENOME VALLEY, THURKAPALLY, RR DIST-500078 (M) :
9989330044

GSTIN / UIN: 36ACQFS2044C1Z7

State Name: Telangana, Code: 36

Buyer

SUMMIT SALES LLP (S)

5-4-187 / 3 AND 4, SOHAM MANSION, 3RD FLOOR M.G
ROAD, SECUNDERABAD.

Pincode: 500003

GSTIN / UIN: 36ACQFS2044C1Z7

Contact: 9000172534

State Name: Telangana, Code: 36

Place Of Supply: Telangana

Invoice No.

21/2023-24

e-Way Bill No:

161624611600

Dated

06 APR 23

Delivery Note

20720

Mode/Terms of
Payment

Supplier's Ref.

Other Reference(s)

Buyer's Order No.

20230320049

Dated

20 MAR 23

Despatch Document No.

Delivery Note Date

06 APR 23

Despatched through

Destination

Bill of Landing/LR-RR No.

Motor Vehicle No.

TS 10 UB 8387

Terms of Delivery

Sr No.	Description of Goods/Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	HOSE REEL DRUM Batch: Primary Batch	84248990	10 Nos 10 Nos 10 Nos	5,000	Nos		50,000 50,000 4,500 4,500
	CGST						
	SGST						
	Total		10 Nos				₹ 59,000

E. & O.E

Amount Chargeable (in words)

Rupee Fifty Nine Thousand Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84248990	50,000	9.0%	4,500	9.0%	4,500	9,000
Total	50,000		4,500		4,500	9,000

Tax Amount (in words): Rupee Nine Thousand Only

Company's PAN : AUFS3449R

Company's Bank Details

Bank Name : Kotak Mahindra Bank (India)

A/c No. : 05542000006253

Branch & IFS Code : S.D ROAD KKBK0000554

for S.H.M TOOLS & HARDWARE MART

Declaration

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

Authorised Signatory

Note: Second time MRN

- option was not given
at that time. After
regular follow up
MRN was not done

INWARD	
Inward No: 2038	DI: 10/04/2023
MRN No:	DI:
Received By:	Sign:
S S LLP-GV	

[Signature]

GENERAL MATERIAL

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size
2037	10/10/2011	1:00	HESTIA	SEFIA 60g	1200 X 2400	
2038	11	2:00	SHM Tools & Hardware mart	Drum	(Sealant Loaded)	
2039	11	2:00	Shiva Engineering Works	Rubber		
2040	11	2:00	Subtech Engineering	MS. Brackets	1/2" x 1/2" x 1/2"	
2041	10/10/2011	12:00	CAVIR CORPORATION	SCURIO 2500 1/2" x 1/2" x 1/2"		
2042	11/11/2011	15:00	CAVIR CORPORATION	CAVIRIO 11/11/2011		
2043	13/11/2011	16:00	Measuring Engineering	NBR Sheet		
			"	"	Norokel Adhesive	
2044	15/11/2011		KASUA EURO FASTENERS	MECHANICAL ANCHOR		
2045	15/11/2011		ISHABEAST HONESTY TOOLS AND HARDWARE MART	M.S. PIPE 200 X 25 (35X)		

INWARD REGISTER

Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
98	Nbs	000610		By party			
10	Nbs	20720	20049	7310UB	SKGJA	28/11	
100	Nbs	20720	20049	7310UB	SKGJA	28/11	
06	Nbs	182	14033	11	11	11	
120	11	009	04025	11	11	11	
60	REX	1153	CAFFE-PAJ	AP23D	VEERARAO	20/11	
30	"			5631			
20	Net	1153	CAFFE-PAJ	-40-	-40-	20/11	
32mm	2160	96376	20047	7370UB	SK	28/11	
500Fm	(50) kg	-	20047	11	11	11	
13.50	Boxes	704242	200304	7310UB	AP23D	20/11	
25.00	Kat		200304	7310UB	AP23D	20/11	

TAX INVOICE

e-Invoice



IRN : 46f4888e0aee2eb3c43b4ac168ec39cad1ae988a98-a5585bf3f3d551939b3941
 Ack No. : 112315851856132
 Ack Date : 6-Apr-23

S.H.M TOOLS & HARDWARE MART

4-3-132, HILL STREET, RANIGUNJ
 SECUNDERABAD

GSTIN/UIN: 36AAUFS3449R1Z1

State Name : Telangana, Code : 36

E-Mail : shm.tools53@gmail.com

Consignee (Ship to)

SUMMIT SALES LLP (S)

SHIP TO: SSLLP STORES @ GVDC

SY.191 & 119, GENOME VALLEY, THURKAPALLY,

RR DIST-500078 (M) : 9989330044

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Buyer (Bill to)

SUMMIT SALES LLP (S)

5-4-187 / 3 AND 4, SOHAM MANSION,

3RD FLOOR M.G ROAD, SECUNDERABAD.

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
21/2023-24	161624611600	6-Apr-23
Delivery Note	Mode/Terms of Payment	
20720		
Reference No. & Date.	Other References	
Buyer's Order No.	Dated	
20230320049	20-Mar-23	
Dispatch Doc No.	Delivery Note Date	
	6-Apr-23	
Dispatched through	Destination	
Bill of Lading/LR-RR No.	Motor Vehicle No.	
	TS 10 UB 8387	
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	HOSE REEL DRUM	84248990	10.00 Nos	5,000.00	Nos		50,000.00
							CGST
							SGST
							4,500.00
							4,500.00
Total			10.00 Nos				₹ 59,000.00

Amount Chargeable (in words)

INR Fifty Nine Thousand Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84248990	50,000.00	9%	4,500.00	9%	4,500.00	9,000.00
Total	50,000.00		4,500.00		4,500.00	9,000.00

Tax Amount (in words) : **INR Nine Thousand Only**

Company's Bank Details

Bank Name : KOTAK MAHINDRA BANK LTD

A/c No. : 05542000006253

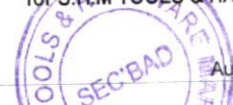
Branch & IFS Code: S.D ROAD & KKBK0000554

Company's PAN : AUFS3449R

Declaration

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

for S.H.M TOOLS & HARDWARE MART



Authorised Signatory