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

Date:	29/12/23	Prepared by	V. RAVI	Serial no.	
Supplier name	SHM Tools & Hardware Mart			HO inward no.	
Firm/Company	SSLP	Project	SSLP - GV.	HO received date	
PO/WO date	08.03.23	PO/WO No.	20230308011	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	64/2023-24	15.04.23	27,624-00	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	27,624-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	Inwd NO: 2049 dtd 17/04/23	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:	27,624-00
Amount E – PO / WO value:	161,615-00
Amount F – Difference (A – E):	133,991-00
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:		[signature]			
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 BY
-9 JAN 20[illegible]
SOHAM MODI
MANAGING DIRECTOR

Admin-Audit Division

Form for closure of purchase order - Manual

20230308011

PO no.:		PO date:	08.03.2023	Req. no.:	20230308016	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: 20230317064 dtd 17/3/23 and. Inwd NO 2049 dtd 17/4/23

□ 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 Mtrl 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: for | Date: 28.12.23

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.	3053	16-03-2023	1,33,991	yes
2.				
3.				
4.				

Remarks by Accountants: part bills received against this PO

Prepared by: Umar farooq | Sign: | Date: 28/03/23

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.	64/2023-24	15.04.2023	27,624-00	Inwd: 2049 dtd 17/4/23
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Invoice copy & Need to Prepare Manual Ac's due to earlier Ac's Incorrectly Made

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

Form for closure of purchase order dt 09.03.23 ver5.docx

Advice For Credit To Supplier

Date	21/12/23 01:33:38 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	08 Mar 2023	PO/WO No.	20230308011
PO Amount	1,61,615	Proof Of Delivery By Way Of.	DCs/bill

Supplier Bill Details

Invoice Num	Invoice Date	Invoice Material Amount	Invoice Other Amount	Remarks	Supplier Invoice Doc	Created By	Creation Date
3053	16 Mar 2023	1,33,991	0		137925_SSLLP_SSLLP - GVDC_Pur_2023-04-07.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	HVAC1066-HVAC-Butterfly valve-PN16-150Dmm-Nos.	5.00	5.00	2,880	0%	18%	9%	9%	0%	2,592	16,992
2	HVAC3178-HVAC-Butterfly valve-PN16-200Dmm-Nos.	5.00	5.00	5,400	0%	18%	9%	9%	0%	4,860	31,860
3	HVAC4253-HVAC-Butterfly valve-PN16-300Dmm-Nos.	2.00	2.00	11,705	0%	18%	9%	9%	0%	4,214	27,624
4	HVAC7560-HVAC-Motorised Valve--250Dmm-Nos.	1.00	1.00	72,152	0%	18%	9%	9%	0%	12,987	85,139
										Total Amount	1,61,615

Other Details

Sum Of Invoice Other Amount	0
Sum Of Invoice Material Amount	1,33,991
Other Credits	0

Other Debits	0
Amount To Be Credited To Supplier	-,27,624
Quantity Recieved As Per PO/WO Value	
Is PO Rate = Bill Rate	
Close PO/WO	No-Wait For Balance Material
Remarks	part material recieved-Item No-3 (1PC to Receive)
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
3054	17 Mar 2023	20230317064	Ts 10 ub 8387	2011	No

Transaction Log

Sno	Role	User	Remarks	Date And Time
1	Purc-Mgr	Minish Parikh	part material recieved-Item No-3 (1PC to Receive)	09 Apr 2023 01:12:18 pm
2	Purc-Mgr	Minish Parikh	part material recieved-Item No-3 (1PC to Receive)	09 Apr 2023 01:14:40 pm
3	Purc-Mgr	Minish Parikh	System Genereted: Advice For Credit Has Been Approved	09 Apr 2023 01:15:19 pm

Purchase Order

Original

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location:	SSLLP Stores @ GV Sy. 191 & 119, Genome Valley, Thurkapalley 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	PO No	20230308011	Quote No	NIL
	PO Date	08 Mar 2023	Quote Date	14 Mar 2023
	Supply Type	Purchase Order	Requisition Num	20230308016

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	HVAC1066-HVAC-Butterfly valve-PN16-150Dmm-Nos.	5.00	2,880.00	0%	14,400	0%	9%	9%	0	1,296	1,296	16,992
Addl Spec	NVR MAKE.											
2	HVAC3178-HVAC-Butterfly valve-PN16-200Dmm-Nos.	5.00	5,400.00	0%	27,000	0%	9%	9%	0	2,430	2,430	31,860
Addl Spec	NVR MAKE.											
3	HVAC4253-HVAC-Butterfly valve-PN16-300Dmm-Nos.	2.00	11,705.00	0%	23,410	0%	9%	9%	0	2,107	2,107	27,624
Addl Spec	NVR MAKE.											
4	HVAC7560-HVAC-Motorised Valve--250Dmm-Nos.	1.00	72,152.00	0%	72,152	0%	9%	9%	0	6,494	6,494	85,139

Addl Spec	SIEMENS MAKE.				
	Total Amount ...	0	12,327	12,327	1,61,615
Rupees in words : One Lakh Sixty One Thousands Six Hundred And Fifteen Only.					

Terms and Conditions:-

Payment Terms :	100% as advance payment.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Ready stock.
Delivery Location :	As per details given above
Transport:	Purchaser to arrange transport at its cost.
Transportation Cost :	Our scope.
Advance Paid :	Rs: 1,61,615 by Cheque/RTGS. Cheque no:________,dated________.
Bill submission:	Vendor Shall submit proof of delivery+originak 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.

TAX INVOICE

e-Invoice

IRN:
d4b1fb7c65c09779053004796b538dd47a8027ae5798535e90e46b36d04160b2
Ack No.: 112315937164485
Ack Date: 15 APR 23

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	Invoice No. **64/2023-24**	Dated **15 APR 23**
	Delivery Note **20756**	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Consignee **SUMMIT SALES LLP (S)** SHIP TO: SSLLP STORES @ GVDCSY.191 & 119, GENOME VALLEY, THURKAPALLY,RR DIST-500078 GSTIN / UIN: 36ACQFS2044C1Z7 State Name: Telangana, Code: 36	Buyer's Order No. **20230308011**	Dated **08 MAR 23**
	Despatch Document No.	Delivery Note Date **15 APR 23**
	Despatched through	Destination
	Terms of Delivery	
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	INWARD Inward No: 2049 Dt: 17/04/2023 MRN No: Dt: Received By: Sign: S S LLP-GV	

Sr No.	Description of Goods/Services	HSN/SAC	Quantity	Rate	per	Disc.%	Amount
1	**BUTTERFLY VALVE** 12" PN 16 Batch: Primary Batch	**84818030**	**2 Nos** 2 Nos	**11,705**	**Nos**		**23,410**
							23,410
	CGST						**2,107**
	SGST						**2,107**
	Round Off						**0**
	Total		**2 Nos**				**₹ 27,624**

Note: Second time MRN option was not given at that time After regular follow up MRN was not done material was received

[signature]

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
2046.	17/4/23	10:42	BHARAT TUBES CORPORATION	1	M.S. ROUND PIPE	150	10	NO'S	HYD 477	2023041	TS12UB	PARTY	NIM	
			REG NO. 20230412052	2	M.S. ROUND PIPE	80 M	20	"		2082	3410			
				3	M.S. ROUND PIPE	65 M	13	"						
				4	M.S. ROUND PIPE	50 M	10	"						
				5	M.S. ROUND PIPE	25 M	100	"						
2047.	17/4/23	10:43	BHARAT TUBES CORPOR	1	M.S. SQ PIPE	50X50X 2.6M	50	NO'S	HYD 478	2023041 2050	-do-	-do-	NIM	
			REG NO. 20230412026	2	M.S. SQ. PIPE	50X50 3.6M	150	"						
				3	M.S. SQ PIPE	120X60 3.6M	35	"						
2048.	17/4/23	16:08	SHIVA ENGINEERING	1	ZOLOTO BRASS BALL VALVE	25 MM	30	NOS	422	2023032 3084	TS10UB 8387	S.K.RASU	NIM	
2049.	17/4/23	16:12	S.H.M TOOLS & HARDWARE	1	BUTTERFLY VALVE	12"	02	NO'S	64/2023-24	2023030 8011	-do-	-do-	NIM	
*///			(MRN not done.)				2nd time MRN not done by Mr. Sanjeev. (with Concern of Audit).							
2050.	20/4/23		BHARAT TUBES CO.	1	ISMC	100 MM	30	NO'S	HYD 595	2023041 3051	AP39VZ100	PARTY	NIM	
2051	20/4/23	12:33	Fabtech Engineering	(1)	MS Brackets	250X	60	NO'S	FTE 23-24 0210	20230405031	TS04UB 8387	S.K.RASU	NIM	
				(2)	Gazzat plates	200X12 MM	180	"						

GSTIN.: 36AAUFS3449R1Z1 Subject to Secunderabad Jurisdiction

☎ : 6690 1218, 6690 1318
: 92465 77131
: 99859 28195
: 93910 55794
M : shm.tools53@gmail.com
www.shmvalves.com

S.H.M. Tools & Hardware Mart

4-3-132, Hill Street, Ranigunj, Secunderabad - 500 003. (T.S.)

Our Bank : Kotak Mahindra Bank, S.D.Road, Secunderabad. A/c. No.: 05542000006253 IFSC : KKBK 0000554

TAX INVOICE

S.H.M TOOLS & HARDWARE MART
4-3-132 , HILL STREET, RANIGUNJ
SECUNDERABAD
Pincode:500003
GSTIN/UIN: 36AAUFS3449R1Z1
State Name : Telangana, Code : 36
Contact : 040 66901218 / 66901318,+91 9391055794 / 9246577131
E-Mail : shm.tools53@gmail.com

Invoice No. **3053(2022-23)**	e-Way Bill No. **131614104869**	Dated **16-Mar-23**
Delivery Note **20609**		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No. **20230308011**		Dated **8-Mar-23**
Dispatch Doc No.		Delivery Note Date **16-Mar-23**
Dispatched through TS 10 UB 8387		Destination
Terms of Delivery		

Consignee (Ship to)
SUMMIT SALES LLP (S)
SHIP TO: SSLLP STORES @ GVDC, GENOME VALLEY, TURKAPALLY, HYDERABAD.
Telangana - 500003, India
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Contact : 9000172534

Buyer (Bill to)
SUMMIT SALES LLP (S)
5-4-187 / 3 AND 4, SOHAM MANSION, 3RD FLOOR
M.G ROAD, SECUNDERABAD.
Telangana - 500003, India
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Contact : 9000172534

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**BUTTERFLY VALVE** *PN 16 6"*	84818030	**5.00 Nos**	2,880.00	Nos		**14,400.00**
2	**BUTTERFLY VALVE** *PN 16 8"*	84818030	**5.00 Nos**	5,400.00	Nos		**27,000.00**
3	**M.NO. VKF42.250 (BUTTERFLY VALVE)** *MAKE "SIEMENS"*	84818090	**1.00 Nos**	19,952.00	Nos		**19,952.00**
4	**M.NO. SQL321B270 (ROTARY ACTUATOR)** *MAKE "SIEMENS"* MRN:- 20230317064	85011019	**1.00 Nos**	52,200.00	Nos		**52,200.00**
							1,13,552.00
	CGST						**10,219.68**
	SGST						**10,219.68**
	Less: ***Round Off***						**(-)0.36**
	Total		**12.00 Nos**				**₹ 1,33,991.00**

INWARD
Inward No: 2011 Dt: 17/3/23
MRN No: Dt:
Received By: MSK Sign: MSK
S S LLP-GVDC

SUMMIT SALES LLP R.R. DIST.
INWARD No: 10268 Date: 22/3/23 Sign:

Amount Chargeable (in words)
E. & O.E
INR One Lakh Thirty Three Thousand Nine Hundred Ninety One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84818030	41,400.00	9%	3,726.00	9%	3,726.00	7,452.00
84818090	19,952.00	9%	1,795.68	9%	1,795.68	3,591.36
85011019	52,200.00	9%	4,698.00	9%	4,698.00	9,396.00
Total	**1,13,552.00**		**10,219.68**		**10,219.68**	**20,439.36**

Tax Amount (in words) : **INR Twenty Thousand Four Hundred Thirty Nine and Thirty Six paise Only**

Company's PAN : **AUFS3449R**

Company's Bank Details
Bank Name : **KOTAK MAHINDRA BANK LTD**
A/c No. : **05542000006253**
Branch & IFS Code : **S.D ROAD & KKBK0000554**

Declaration

M R N

TAX INVOICE

e-Invoice

IRN : d4b1fb7c65c09779053004796b538dd47a8027ae57-98535e90e46b36d04160b2
Ack No. : 112315937164485
Ack Date : 15-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	Invoice No. **64/2023-24**	Dated **15-Apr-23**
	Delivery Note **20756**	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **SUMMIT SALES LLP (S)** SHIP TO: SSLLP STORES @ GVDC SY.191 & 119, GENOME VALLEY, THURKAPALLY, RR DIST-500078 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **20230308011**	Dated **8-Mar-23**
	Dispatch Doc No.	Delivery Note Date **15-Apr-23**
	Dispatched through	Destination
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	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**BUTTERFLY VALVE** *12" PN 16*	84818030	**2.00 Nos**	11,705.00	Nos		**23,410.00**
	CGST						**2,106.90**
	SGST						**2,106.90**
	Round Off						**0.20**
	Total		**2.00 Nos**				**₹ 27,624.00**

INWARD No. 7494 Date 23/11/24 Sign.

MODI PROPERTIES PVT. LTD. SEC'BAD

Amount Chargeable (in words)

E. & O.E

INR Twenty Seven Thousand Six Hundred Twenty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84818030	23,410.00	9%	2,106.90	9%	2,106.90	4,213.80
Total	**23,410.00**		**2,106.90**		**2,106.90**	**4,213.80**

Tax Amount (in words) : **INR Four Thousand Two Hundred Thirteen and Eighty paise 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

This is a Computer Generated Invoice