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

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	G.P. Buildcon Materials			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	06.05.20	PO/WO No.	66981	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GP/20-21/07	13.05.2020	21,537-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,537-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	78966.	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:	21,537-00
Amount E – PO / WO value:	21,537.00
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	10.02.24
Remarks:	final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		30.01.24			
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

PO no.: 66981	PO date: 06/05/2020		Req. no.:		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	78966	
□ 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.	M.N. 24/01/24
Remarks by engineer: All 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: Mounika . K.	Sign:	Date: 24/01/2024
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: Bills not received against this PO		
Prepared by: Umar	Sign:	Date: 24.01.2024
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.	GP/20-21/07	13.05.2020	21,537-00	78966.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Certified True Copy.		
Prepared by: Ravi	Sign:	Date: 24.01.2024.
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
29 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 24-01-2024 12:15:27 PM 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

G.P.Buildcon materials
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad

GSTIN 36AIZPG8119P1Z9

9866116375

Doc No	66981	14506
Doc Date	06-05-2020	
Quote No	Nil	
Quote Date	06-05-2020	
SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	40.00	302.50	0.00	18.00	14,278.00
2 7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	40.00	153.80	0.00	18.00	7,259.36
		Total Order Value . . .			**21,537.36**

Rupees : Twenty One Thousand Five Hundred Thirty Seven and Paise Thirty Six Only.

Terms and Conditions :-

Specification /	All items shall be of 'Fisher' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally.Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 to quality and specifications. Above order for Stock maintaince purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Name : ____________________

Name : ____________________

Date : __/__/____

Tax Invoice

G.P. BUILDCON MATERIALS G-1, Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com	Invoice No. **GP/20-21/07**
	Dated **13-May-2020**
	Delivery Note
	Mode/Terms of Payment
	Supplier's Ref.
	Other Reference(s)
Buyer **M/S SUMMIT SALES LLP** 5-4-187/3&4,II ND FLOOR,M.G ROAD SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **66981**
	Dated **6-May-2020**
	Despatch Document No.
	Delivery Note Date
	Despatched through **Direct**
	Destination **Mgroad**
	Terms of Delivery

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**WST 10X140 DIRECT FIXING SET**	73181500	**40 NOS**	153.80	NOS	**6,152.00**
2	**WST 12X180 DIREKT FIXING SET**	73181500	**40 NOS**	302.50	NOS	**12,100.00**
						18,252.00
	CGST @ 9 %			9	%	**1,642.68**
	SGST @ 9 %			9	%	**1,642.68**
	Less : ***ROUND OFF***					**(-)0.36**
	Total		**80 NOS**			**₹ 21,537.00**

In NO
14228 - DT 16/05/20.

E. & O.E

Amount Chargeable (in words)

INR Twenty One Thousand Five Hundred Thirty Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73181500	18,252.00	9%	1,642.68	9%	1,642.68	3,285.36
Total	**18,252.00**		**1,642.68**		**1,642.68**	**3,285.36**

Tax Amount (in words) : **INR Three Thousand Two Hundred Eighty Five and Thirty Six paise Only**

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

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

for G.P. BUILDCON MATERIALS

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 26-07-2023 16:12:55 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			
G.P.Buildcon materials flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad **GSTIN** 36AIZPG8119P1Z9 9866116375	**Doc No**	66981	14506
	Doc Date	06-05-2020	
	Quote No	Nil	
	Quote Date	06-05-2020	
	SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	40.00	302.50	0.00	18.00	14,278.00
2	7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	40.00	153.80	0.00	18.00	7,259.36
					Total Order Value . . .	**21,537.36**

Rupees : Twenty One Thousand Five Hundred Thirty Seven and Paise Thirty Six Only.

Terms and Conditions :-

Specification /	All items shall be of 'Fisher' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 to quality and specifications. Above order for Stock maintaince purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

For ***G.P.Buildcon materials***

Authorised Signatory

Date : __/__/____

Name : ____________________

Name : ____________________

Modi Properties - Purchase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 66981 (66663)

MRN Doc ID: 78966

MRN Date: 18-05-2020

DC No: 0007

DC Date: 16-05-2020

Remarks:

In Time: 15.20

Vehicle No: TS10UA9758

Delivered By: selva

Received By: SECURITY

Inward No: 14228

Inward Date: 16.05.20

Company Name : Summit Sales LLP
Project Name : Summit Housing LLP
Supply Type : Supply
Quote No : Nil
Quote Date : 06-05-2020
~~~~~~~~~~~~~~~~~~~~~~~~~~
Supplier Name : G.P.Buildcon materials
Contact Person : Mr.Pavan
Address : flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakadu
Phone :

PDF Name: PO66981DC0007MR78966

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Plumbing - sanitary	7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	40	40	Not Closed	0	40	0
2	Plumbing - sanitary	7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	40	40	Not Closed	0	40	0

Type here to search

25°C ENG 14:49 18-07-2023
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Tax Invoice

G.P. BUILDCON MATERIALS G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com	Invoice No. **GP/20-21/07**	Dated **13-May-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **M/S SUMMIT SALES LLP** 5-4-187/3&4,II ND FLOOR,M.G ROAD SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **66981**	Dated **6-May-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **Direct**	Destination **Mgroad**
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
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	CGST @ 9 %			9	%	**1,642.68**
	SGST @ 9 %			9	%	**1,642.68**
	Less : ***ROUND OFF***					**(-)0.36**
	Total		**80 NOS**			**₹ 21,537.00**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 4558
Date 18/7/23
Sign.

Amount Chargeable (in words)

E. & O.E

INR Twenty One Thousand Five Hundred Thirty Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73181500	18,252.00	9%	1,642.68	9%	1,642.68	3,285.36
Total	**18,252.00**		**1,642.68**		**1,642.68**	**3,285.36**

Tax Amount (in words) : **INR Three Thousand Two Hundred Eighty Five and Thirty Six paise Only**

"TRUE COPY"

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

Declaration
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for G.P. BUILDCON MATERIALS

G.P. BUILDCON MATERIALS Secunderabad

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

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	Total		**80 NOS**			**₹ 21,537.00**

Amount Chargeable (in words) *E. & O.E*

INR Twenty One Thousand Five Hundred Thirty Seven Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
73181500	18,252.00	9%	1,642.68	9%	1,642.68	3,285.36
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for G.P. BUILDCON MATERIALS

G.P. BUILDCON MATERIALS Secunderabad

Authorised Signatory

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