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

Sl. 29/04/23

Date:	~~20230207005~~	Prepared by	V. RAVI	Serial no.	
Supplier name	Pranav Agencies			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	07.02.23	PO/WO No.	20230207005	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1072	31.01.2023	94,502-00	✓ □ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	94,502-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 20240429014 — 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:	94,502-00
Amount E – PO / WO value:	95,451-00
Amount F – Difference (A – E):	949-00
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	10/05/24
Remarks: Rate differance, find bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		Sd.			
Date		29/04/24			
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.: 20230207005	PO date: 07/02/23	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	20240429014 , 29/04/24

☐ 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: GNT issued PO - 20230207004.

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: D. Devi Sign: D. Devi Date: 29/04/24.

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: Bill not received against this PO.

Prepared by: D. Lavanya. Sign: Date: 29/04/2024

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.	1072	31.01.2023	94,502-00	20240429014
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Certified True copy.

Prepared by: Ravi Sign: Date: 29.04.24

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 APR 2024
SOHAM MODI

INWARD REGISTER

GENERAL MATERIAL

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
13237	20/10/22	10:11	Summit sales LLP	1)	Cement Suvarana		300	Bags	1072		TS05UB 3250	Supplier		
13238	20/10/22	17:27	"	1)	CPVC Pipe	25 MM	30	Lengths	22596	93084	TS10UB 5649	Vamshi		
				2)	"	20 MM	30	"						
				3)	Reducer Tee	25X20MM	20	"						
				4)	"	32X20MM	10	"						
				5)	" Coupler	32X25MM	10	"						
				6)	" Reducer	25X20MM	10	"						
13239	20/10/22	17:27	"	1)	Bentonite Powder	25 kg	8	Bags	22597	93091	TS10UB 5649	Vamshi		
				2)	GI Earth Pipe	50X1650	8	NO's						
				3)	Copper Plate	300X300	6	"						
13240	20/10/22	17:27	"	1)	Concealed Flush Tank		10	NOS	22598	92965	TS10UB 5649	Vamshi		
13241	20/10/22	17:27	"	1)	PVC Rigid Pipe	50MMX6000	15	Length	22600	92962	TS10UB 5649	"		
13242	20/10/22	17:27	"	1)	Single Socket Pipe	100X3000MM	10	Lengths	22599	92960	TS10UB 5649	"		
				2)	Double Socket Pipe	75X3000MM	10	"						
13243	21/10/22	12:28	Bhagavati electricals	1)	Bit	10 MM	2	NOS			By Bike	Lachit		

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 @ Rampally SY NO 210 & 211RAMPALLY VILLAGE , GHATKESAR MANDALMEDCHAL- MALKAJGIRI Hyderabad,Telangana,500051 -,9155546784

Supplier Details				
PRANAV AGENCIES 311 , 3rd Floor Ispat Bhavan, Distillery Road, Ran Hyderabad, TG, GSTIN:36AGKPK7722P1ZQ Mr. Kalpesh, 9989210123	PO No	20230207005	Quote No	NIL
	PO Date	07 Feb 2023	Quote Date	07 Feb 2023
	Supply Type	Purchase Order	Requisition Num	20230207004

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	CEMT9218-Cement-PPC---50kg-Bag	300.00	246.10	0%	73,830	0%	14%	14%	0	10,336	10,336	94,502
								Total Amount ...	0	10,336	10,336	94,502

Rupees in words : Ninety Four Thousands Five Hundred And Two Only.

Terms and Conditions:-

Cement brand :	Parasakthi.
Cement Hamali charges :	Loading included. Unloading extra @ Rs.5/- per bag.
Cement quantity	Payment shall be made on quantity delivered at site
Cement payment terms:	100% advance payment.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Within Delivered days of PO
Delivery Location :	As per details given above
Transportation Cost :	Included.

Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	Material Delivered at GHT Site.

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.

Purchase Order

Original

From Company:	Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABLFM7631F1Z3	Delivery Location:	Greenwood Heights Sy.No. 196, Kowkur, Bollarum Hyderabad,Telangana,500010 A.Suresh,9502232100

Supplier Details				
Summit Sales LLP SY NO 210 & 211 RAMPALLY VILLAGE GHATKESAR MANDAL MEDCHAL- MALKAJGIRI MANDAL, TG, 500051 GSTIN:36ACQFS2044C1Z7 Hamendra, 040-66335551 purchase@modiproperties.com	PO No	20230207004	Quote No	NIL
	PO Date	07 Feb 2023	Quote Date	07 Feb 2023
	Supply Type	Purchase Order	Requisition Num	20221012001

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	CEMT9218-Cement-PPC---50kg-Bag	300.00	248.57	0%	74,571	0%	14%	14%	0	10,440	10,440	95,451
								Total Amount ...	0	10,440	10,440	95,451

Rupees in words : Ninety Five Thousands Four Hundred And Fifty One Only.

Terms and Conditions:-

Cement brand :	Parasakthi.
Cement Hamali charges :	Loading included. Unloading extra @ Rs.12/- per bag.
Cement quantity	Payment shall be made on quantity delivered at site
Cement payment terms:	After delivery and production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Within 1 days of PO
Delivery Location :	As per details given above
Transportation Cost :	Included.

Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	20230207005

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.

Requisition Form

Company Name	Mehta & Modi Realty Kowkur LLP	Date	12 Oct 2022
Site Or Phase	Greenwood Heights	Time	
For Use In Flat/Villa/Other	404,505,&517&301	Req.No.	20221012001
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	0.00	0	300.00	315.00		

PO Num	Date	Type	Status
20230207004	07 Feb 2023	PO	Approved

Prepared By :- Suresh A.

Sign:-

Date :- 12 Oct 2022

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns

Tax Invoice

PRANAV AGENCIES # 15, 2-1-150, 1st Floor, H.M.Ishaque Estate, M.G.Road SECUNDERABAD - 500 003. GSTIN/UIN: 36AGKPK7722P1ZQ State Name : Telangana, Code : 36 E-Mail : kalpesh218@gmail.com	Invoice No. e-Way Bill No. **1072**	Dated **31-Jan-2023**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Summit Sales LLP** 5-4-187/3&4, 2nd Floor, M.G.Road, Secunderabad 3 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **verbal**	Dated **18-Oct-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **Kowkur**
	Terms of Delivery Po No: 20230207005.	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CEMENT**	25232930	**300 BAGS**	246.10	BAGS	**73,830.00**
	CGST					**10,336.20**
	SGST					**10,336.20**
	Less : ***ROUND OFF***					**(-)0.40**
	Total		**300 BAGS**			**₹ 94,502.00**

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

INR Ninety Four Thousand Five Hundred Two Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
25232930	73,830.00	14%	10,336.20	14%	10,336.20	20,672.40
Total	**73,830.00**		**10,336.20**		**10,336.20**	**20,672.40**

Tax Amount (in words) : **INR Twenty Thousand Six Hundred Seventy Two and Forty paise Only**

"TRUE COPY"

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

for PRANAV AGENCIES

Authorised Signatory

This is a Computer Generated Invoice