

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

Date:	29/04/24	Prepared by	V. RAVI	Serial no.	
Supplier name	KOTHARI	FIRE SAFETY		HO inward no.	
Firm/Company	SSLP	Project	SSLP @ GV.	HO received date	
PO/WO date	20.02.23	PO/WO No.	97296.	Scan ID.	

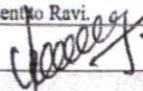
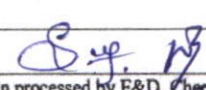
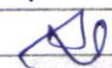
Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	H0 / 0104	21.04.23	49,501 - 00	☒ Yes ☐ No
2.	H0 / 0343	15.06.23	36,108 - 00	☒ Yes ☐ No
3.			/	☐ Yes ☐ No
4.			/	☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):			85,609 - 00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	118345 & 117879.	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:			85,609 - 00
Amount E - PO / WO value:			198,240 - 00
Amount F - Difference (A - E):			112,631 - 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	30.04.24		
Remarks: find bill & close this PO.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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.: 97296	PO date: 16/02/2023	Req. no.: 170830	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO 118345, 117879				
☐ 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: PRAVEEN.B	Sign: 	Date: 19/04/2024		
Data required from accounts:				
☐ Checked with E&D for receipt of bills.				
☐ Bills not received against this PO.		☒ Part bill received against this PO.		
☐ 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.	H0/1556	25/02/23	60,416/-	Yes
2.	H0/1669	15/03/23	36108/-	Yes
3.				
4.				
Remarks by Accountants:				
Prepared by: Umashankar		Sign: 		Date: 24/4/24
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filing 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.	H0/0104	21.04.23	49,501-00	
2.	H0/0343	15.06.23	36,108-00	
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 SSLP 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

Purchase Order

97296
08.02.23 3:48:30

Page 1 of 1

21-02-2023 10:35:47

From Company : **Summit Sales LLP**
S-4-187/38&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Kothari Fire Safety Equipments
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigumfi
Road, Secunderabad-500 003.

GSTIN : 36ATDPK0172B1Z9

6335959-66335969

9966050000 9290806798

Doc No : 97296 170830
Doc Date : 20-02-2023
Quote No : KFSE/41/2022
Quote Date : 16-02-2023
SupplyType : Supply

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following items.

Item Name	Qty	Rate	Dis%	GST	Amount	
1415800 - PLUM-Plumbing - Gear valve-- - 300mm - Nos PN16 300mm Butterfly valve - Gear type (NVR make).	2	6.00	15,300.00	0.00	18.00	108,324.00
2936600 - PLUM-Plumbing - Non return valve-- - 250mm - Nos PN16 Dual check Non Return Valve (NVR make).	4	6.00	12,700.00	0.00	18.00	89,916.00
Total Order Value . . .						198,240.00

Rupees : One Lakh(s) Ninty Eight Thousand Two Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation KFSE/41/2022, dtd: 16-02-2023. The above material is of "NVR make".

Payment Terms 100% as advance payment.

Tax Inclusive of all taxes

Delivery Date 1-2 weeks from the date of PO.

Delivery Location SSSLP-GVDC

Phone

Penalty For Delay Nil

Transportation Cost Extra.

Warranty 1 year warranty against manufacturing defects.

Advance Paid Rs: 1,98,240 by Cheque/RTGS. Cheque no. dated

Other Terms We reserve the right to reject items not conforming to quality and specifications.

Completion Date NA

Measurement Nil

Security Nil

Remarks Original Invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
21 FEB 2023
BORAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	1556	25/02/23	60,416/-
2.			
3.			
4.			

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Kothari Fire Safety Equipments**

Name : _____

Name : _____

Date : ____/____/____

Contact :-

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Quantity	Unit	D.C. No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
14	NOS	6986	802306230		Raju	Sumari	
			80				
08	"	6985	8023030	"	"	Sumari	
			3083				
02	"	6984	97896	"	"	Sumari	
None due to technical issues							
100	"	8049	8023061	"	"	Sumari	
			4019				
30	NOS	8048	8023061	"	"	Sumari	
30			8027				
20							
33	NOS	044	8023050	"	"	Sumari	
			8027				
0580	NOS	-	8023052	"	"	Sumari	
			9019				
20	NOS	HYD251	8023061	AD14V1719	Raju	Sumari	
			6044				
80	NOS	85828	8023051	-	Raju	Sumari	
		248019	8044				
1000	kg	-	8023060		Raju	Sumari	
			9016				

JAI GURUDEV
DELIVERY CHALLAN

KOTHARI FIRE SAFETY EQUIPMENT

Head Office : S. No. 08, 2nd Floor, S.a Trade Complex, Ranigunj X Road, Secunderabad - 3.
E-mail : Kotharifire@gmail.com, Phone: 9966050000, 8340988333, 66335959 & 69

D.C. No. 6924	Date: 15/6/23	Transport : self		
To Summit Sales LLP		Invoice No : 11/10343		
		Dated :		
Dear Sir, Please Receive The Following Goods Against Your Order				
S.No.	Particulars	Make	Quantity	Units
1)	Butterfly valve		2	Nos
Received By S.K. RAJU 6281929265				
Please acknowledge the receipt of material and send one copy duly signed intake of receipt. Contact: GSTIN/UIN: 36ATDPK0172B1Z9				
Receiver's Signature with your Stamp.		For KOTHARI FIRE SAFETY EQUIPMENT		



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Quantity	Units	D/C No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
40	NOS	511	202304	-do-	-do-	ALM	[Signature]
40	"		3036				
100							
20	NOS	510	202304	-do-	-do-	ALM	[Signature]
20	"		3039				
20	"						
25	NOS	509	202304	-do-	-do-	ALM	[Signature]
			5029				
02	NOS	6521	97296	TSIDW	ALM	ALM	[Signature]
02	"	5024		8387			
50	"						
Main not done due to damaged wires							
66	NOS	NEE	20015	part	part	ALM	[Signature]
113	"	352/2324					
06	NOS	4452	202304	AP287A	EMBY	ALM	[Signature]
09	"			2698			
02	"						
26	"						[Signature]
04	"						
01	"						
04	"						[Signature]
06	"						
10	"						
06	"						

JAI GURUDEV
DELIVERY CHALLAN

KOTHARI FIRE SAFETY EQUIPMENT

Head Office : S. No. 08, 2nd Floor, S.a Trade Complex, Ranigunj X Road, Secunderabad - 3.
E-mail : Kotharifire@gmail.com, Phone: 9966050000, 8340988333, 66335959 & 69

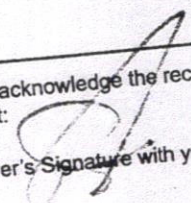
D.C. No. <u>6571</u>	Date <u>21/04/23</u>	Transport <u>Self</u>
To, <u>Sunil Sales & Sup</u>	Invoice No <u>104</u>	
		Dated <u>21/04/23</u>

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Make	Quantity	Units
1)	Butterfly Valve 300mm		02	no.
2)	Butterfly Valve 100mm (Pendis)		02	no.
3)	Nipple		50	no.

Received By
S.K. RAJU
6281929265

Please acknowledge the receipt of material and send one copy duly signed intake of receipt.
GSTIN/UIN: 36ATDPK0172B1Z9

Contact: 
Receiver's Signature with your Stamp.

For KOTHARI FIRE SAFETY EQUIPMENT



20/3

KOTHARI FIRE SAFETY EQUIPMENTShop No 8,D No 5/5/64 SA Trade Centre
Ranigunj

Secundrabad-500003

Phone No.040-66335959 / 66335969

GSTIN/UIN: 36ATDPK0172B1Z9

State Name : Telangana, Code : 36

E-Mail : accounts@kotharifire.com

Consignee (Ship to)

Summit Sales LLP

GVDC

Turkapally

Hyderabad--500078

GSTIN/UIN

: 36ACQFS2044C1Z7

State Name

: Telangana, Code : 36

Buyer (Bill to)

Summit Sales LLP

5-4-187/3&4, IInd Floor, MG Road, Secunderabad

GSTIN/UIN

: 36ACQFS2044C1Z7

State Name

: Telangana, Code : 36

Tax Invoice

Invoice No.

HO/0104

Delivery Note

Reference No. & Date.

Buyer's Order No.

97296

Dispatch Doc No.

Dispatched through

Self

Terms of Delivery

Dated

21-Apr-23

Mode/Terms of Payment

Other References

Dated

16-Feb-23

Delivery Note Date

Destination

Turkapally

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Butterfly Valve 300mm	84241000	2 nos	15,300.00	nos		30,600.00
2	Butterfly Valve 100mm	84241000	2 nos	4,800.00	nos		9,600.00
3	Nipple	73071120	50 nos	35.00	nos		1,750.00
							41,950.00
							CGST
							SGST
							3,775.50
							3,775.50

Total

54 nos

₹ 49,501.00

E. & O.E

Amount Chargeable (in words)

INR Forty Nine Thousand Five Hundred One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84241000	40,200.00	9%	3,618.00	9%	3,618.00	7,236.00
73071120	1,750.00	9%	157.50	9%	157.50	315.00
Total	41,950.00		3,775.50		3,775.50	7,551.00

Tax Amount (in words) :

INR Seven Thousand Five Hundred Fifty One Only

Declaration

There will be charge 2% Penal Intrest after due days for every Month.



Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT

Shop No 8,D No 5/5/64 SA Trade Centre

Ranigunj

Secunderabad-500003

Phone No.040-66335959 / 66335969

GSTIN/UIN: 36ATDPK0172B1Z9

State Name : Telangana, Code : 36

E-Mail : accounts@kotharifire.com

Consignee (Ship to)

Summit Sales LLP

Turkapally

Hyderabad----500078

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Buyer (Bill to)

Summit Sales LLP

5-4-187/3&4, IInd Floor, MG Road, Secunderabad

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Invoice No.

HO/0343

Delivery Note

Reference No. & Date.

Buyer's Order No.

97296

Dispatch Doc No.

Dispatched through

Self

Terms of Delivery

Dated

15-Jun-23

Mode/Terms of Payment

Other References

Dated

20-Feb-23

Delivery Note Date

Destination

Turkapally

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
	Butterfly Valve	84241000	2 nos	15,300.00	nos		30,600.00

**CGST
SGST**

2,754.00

2,754.00

Total

2 nos

₹ 36,108.00

E. & O.E

Amount Chargeable (in words)

INR Thirty Six Thousand One Hundred Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84241000	30,600.00	9%	2,754.00	9%	2,754.00	5,508.00
Total	30,600.00		2,754.00		2,754.00	5,508.00

Tax Amount (in words) :

INR Five Thousand Five Hundred Eight Only

Declaration

There will be charge 2% Penal Intrest after due days for every Month.

Company's Bank Details

Bank Name

Punjab National Bank

A/c No.

3631002100020002

Branch & IFS Code

MG ROAD, SECUNDERABAD & PUNB0363100

for KOTHARI FIRE SAFETY EQUIPMENT



Authorised Signatory

B. Mohan

This is a Computer Generated Invoice