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	SSLLP	Project	SSLLP @ 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.	HO / 0104	21.04.23	49,501-00	✓ ☐ Yes ☐ No
2.	HO / 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:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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	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: [signature] 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. □ 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.	HO/1556	25/02/23	60,416/-	Yes
2.	HO/1669	15/03/23	36108/-	Yes
3.				
4.				

Remarks by Accountants:

Prepared by: Umashankar Sign: [signature] Date: 24/4/24

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.	HO/0104	21.04.23	49,501-00	
2.	HO/0343	15.06.23	36,108-00	
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed certified True copies.

Prepared by: Ravi Sign: [signature] 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

Purchase Order

97296
08.02.23 3:48:30

Print 1 Of 1 21-02-2023 10:35:47

Firm Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Kothari Fire Safety Equipments
5No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-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
1 415800 - 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
2 936600 - 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 :-

Spicification / 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	SSLLP-SVDC
	Phone
Penality 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
Measurment	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
SOHAM 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

Name : ________ Name : ________

Contact : -

Accepted the above Terms And Conditions

For *Kothari Fire Safety Equipments*

Date : __/__/____

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
3147	17/6/23	11:00	KOTHARI FIRE SAFETY	(1)	SINGLE DOOR HOUSE BOX		14	NO'S	6926	20230523080		Raju	Suraj	
3148	"	"	"	(1)	Butterfly 4		08	"	6925	20230303023	"	"	Suraj	[signature]
3149	"	"	"	(1)	Butterfly valve		02	"	6924	97296	"	"	Suraj	
				Note: Material received MRN not	done due to technical issue									
3150	"	"	SSLLP	(1)	FCS COUPLING THREADED VS 25NB		100	"	2049	20230614019	"	"	Suraj	[signature]
3151	"	"	"	(1)	MS DUMMY PLATE 100mm		30	NO'S	2048	20230612027	"	"	Suraj	
				(2)	MS DUMMY PLATE 80mm		30							
				(3)	MS DUMMY PLATE 150mm		20							
3052	"	"	ELEGANT ENT.	(1)	100mm x 6mm Gal PATTI		33	NO'S	044	20230508027	"	"	Suraj	[signature]
3052	19/6/23	12:38	KASULA EURO FAS.	(1)	MECHANICAL ANCHOR THROUGH BOLT		05 Box	NO'S	-	20230529019	"	"	Suraj	
3053	20/6/23	14:38	BHARAT TUBES CO.	(1)	MS ERW STEEL TUBES C CLASS	150NB	20	NOS kgs	HYD2531	20230616044	AP10Y1719	Party	Suraj	[signature]
3054	21/6/23	18:01	Beyond Safety Solution	(1)	FIRE & SAFETY MANUAL CALL POINT		20	NO'S	BSS23 249019	20230518044	-	Party	Suraj	
3055	22/6/23	13:00	Elegant Enterprises	(1)	50mm x 6mm Gal FLAT		1000	kgs	-	20230609016		Raju	Suraj	[signature]
				(2)	100mm x 6mm Gal FLAT									

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 : 16/0343
	Dated :

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Make	Quantity	Units
1)	Butterfly value		2	No's

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

KOTHARI FIRE SAFETY EQUIPMENTS ★ SECUNDERABAD

KOTHARI FIRE SAFETY ★

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
2057	20/4/23	12:19	SHIVA ENGINEERING		1. M.S. REDUCER	85x50	40	NOS	511	2023041 3036	-do-	-do-	[illegible]	[signature]
					2. M.S. REDUCER	80x65	40	"						
					3. M.S. REDUCER	32x2[illegible]	100							
2058.	20/4/23	12:13	SHIVA ENGINEERING		1. M.S. NIPPLE	25x300	20	NOS	510	2023041 3039	-do-	-do-	[illegible]	
					2. M.S. NIPPLE	15x22[illegible]	20	"						
					3. M.S. NIPPLE	20x225	20	"						
2059.	20/4/23	12:16	SHIVA ENGINEERING		1 BALL VALVE	15 M	25	NOS	509	2023041 5039	-do-	-do-	[illegible]	[signature]
2060.	24/4/23	16:00	KATHARI SAFETY EQUIPMENT		1 BUTTERFLY VALVE	200	02	NOS	6671	97296	TS10U13 8387	J.K.DAS	[illegible]	
			(Pending) (pending)		2 BUTTERFLY VALVE	100	02	INV. No. 0104						
			— Received —		3 G.I. NIPPLE		50	"						
				Note: material received at site			MRN not done due to technical issue							
2061	25/4/23	10:30	NAVKAR ELECTRICAL ENTERPRISES		G.I. patti	25x3	66	Nos	NEE/352/23-24	20015	party	party	[illegible]	[signature]
					G.I. patti	50x6	113	"						
2062.	25/4/23		GIVRE (INNOPOLES) TOTAL 75 NOS		1. RUBBER BELLOWS	250 MM	06	NOS	1457	GATE ENTRY	AP39TA 3673	PARTY	[illegible]	
					2. ELBOW	300 MM	09	"						
					3. BUTTERFLY VALVE	300 MM	02	"						
					4. BUTTERFLY VALVE	50 MM	26	"						
					5. BUTTERFLY VALVE	150 MM	04	"						
					6. BUTTERFLY VALVE	100 MM	01	"						
					7. SMC ENCLOSER BOX (SINTEX)		04	"						
					8. SADDLES	250 MM	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. 6571 Date 21/04/23	Transport : Self
To, Summit Sales Llp	Invoice No : 104
	Dated : 21/04/23

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		10	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

KOTHARI FIRE SAFETY EQUIPMENTS * SECUNDERABAD

KOTHARI FIRE SAFETY EQUIPMENTS *

2013

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT
Shop 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

Invoice No. **HO/0104**	Dated **21-Apr-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **97296**	Dated **16-Feb-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Self**	Destination **Turkapally**
Terms of Delivery	

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

Sl 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						**3,775.50**
	SGST						**3,775.50**
	Total		**54 nos**				**₹ 49,501.00**

Amount Chargeable (in words)
INR Forty Nine Thousand Five Hundred One Only

E. & O.E

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.

for KOTHARI FIRE SAFETY EQUIPMENT

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT
Shop 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

Invoice No. **HO/0343**	Dated **15-Jun-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **97296**	Dated **20-Feb-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Self**	Destination **Turkapally**
Terms of Delivery	

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

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
	Butterfly Valve	84241000	**2 nos**	15,300.00	nos		30,600.00
	CGST						2,754.00
	SGST						2,754.00
	Total		**2 nos**				**₹ 36,108.00**

Amount Chargeable (in words)
INR Thirty Six Thousand One Hundred Eight Only

E. & O.E

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**

Company's Bank Details
Bank Name : **Punjab National Bank**
A/c No. : **3631002100020002**
Branch & IFS Code : **MG ROAD, SECUNDERABAD & PUNB0363100**

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

for KOTHARI FIRE SAFETY EQUIPMENT

Authorised Signatory

This is a Computer Generated Invoice