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

Date:	30.04.2024	Prepared by	VANAM. RAVI	Serial no.	
Supplier name	Kothari fire safety Equipments.			HO inward no.	
Firm/Company	SSLY	Project	SSLY@GV.	HO received date	
PO/WO date	25.02.23	PO/WO No.	97570	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	HO/1753	28.03.23	64,900-00	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	64,900-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inwd No: 2025. — 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:	64,900-00
Amount E – PO / WO value:	102,778-00
Amount F – Difference (A – E):	37,878-00
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	100% Advance Paid.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		30.04.24			
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.:	97570	PO date:	25/02/2023	Req. no.:	170891	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	118016, 118162, 118321 & Inwd no: 2025 dtd 30/03/2023						
□ 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.	□ All bills received against this PO.	
☑ Advance paid against this PO	Amount paid: 102,778/-	Date of payment: 01/03/23	
Details of part bill received:			

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	1594	1/3/23	31,860/-	Yes
2.	1606	3/3/23	60181/-	yes
3.				
4.				

Remarks by Accountants:

Prepared by:	Sign:	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/1753	28.03.23	64,900-00	Inwd no: 2025.
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

SOHAM MODI
30 APR 2024
APPROVED BY

Form for PO closure manual 19-1023 ver6 (1).docx

Purchase Order

emailed to mirriuss 28/2

 27-02-2023 17:20:36 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				
Kothari Fire Safety Equipments		**Doc No**	97570	170891
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-500 003.		**Doc Date**	25-02-2023	
		Quote No	KFSE/45/2022	
GSTIN 36ATDPK0172B1Z9		**Quote Date**	24-02-2023	
66335959/66335969	9966050000/9290806798	**SupplyType**	Supply	

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	280300 - MISC-Miscellaneous - Dry type Fire extinguisher-- - 5Kgs - Nos	3 5.00	1,700.00	0.00	18.00	10,030.00
2	953200 - MISC-Miscellaneous - Wet type Fire extinguisher-- - Misc - Nos	5 5.00	11,000.00	0.00	18.00	64,900.00
3	377900 - MISC-Miscellaneous - Fire extinguisher-CO2- - 9Kgs - Nos	4 4.00	4,200.00	0.00	18.00	19,824.00
4	255400 - MISC-Miscellaneous - Fire Extinguished-DCP ABC- - 6Kgs - Nos	2 4.00	1,700.00	0.00	18.00	8,024.00
				Total Order Value . . .		**102,778.00**

Rupees : One Lakh(s) Two Thousand Seven Hundred Seventy Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation KFSE/45/2022 dtd: 24-02-23.
Payment Terms	Within 7 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 1-2weeks from the date of PO.
Delivery Location	SSLLP-GVDC
	Phone.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	1 year warranty.
Advance Paid	Rs: 1,02,778 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.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	1606	03/03/23	6,018/-
2.			
3.			
4.			
5.			

APPROVED BY
27 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Authorised Signatory

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
2018	27/3/23	3:00	SHM Tools & Hardware Mart	New Age Sprinklers	fire sprinklers	—	500	Nos	3227	8014	TS 10UB 8783	SK Raju	MSK	
2019	27/3/23	3:00	Bhagawati Steel Tubes	MS flanges 8 Holes	—		06	No's	1446	4032	〃	〃	〃	
2020	〃	〃	Flovel Enterprises.		Worm Drive Serrated Clamp 13–20mm		50	No's	2276	0045	TS10UB 8783	SK Raju		
2021	28/3/23	〃	S.H.M. Tools & Hardware		Rubber Bellows.	10"	5	Nos	3228	8013	〃	〃	〃	
2022	28/3/23	〃	〃		1) Hose Reel drum.		10	No's	3225	0049	〃	〃	〃	
					2) SS. Branch pipe		20	No's	〃	〃	〃	〃	〃	
2023	29/3/23	1:30	Paras Enterprises		MS Binding Wire		2500	Kgs	401	~~[illegible]~~ 325012	Party		MSK	
2024	30/3/23	12:40	Reflections Electricals	LED Lights	4ft		15	Nos.	1152	328017	TS 10UB 8783	SK Raju	MSK	
2025	〃	〃	Kothari fire Safety Equipments	Kanex	fire Extinguisher F Class		05	Nos	6525	97570	〃	〃	〃	
			Note: Material received at site MRN not done due to technical issue											
2026	〃	〃	Kothari fire Safety	W Single Valves	Hydrant (SS)		10	Nos	6520	316021	〃	〃	〃	
2027	〃	〃	Ganji Venkanna & Sons	THINNER		5 ltrs	02	Nos	6780	324016	〃	〃	〃	
				SHEENLAC RED colour (PO)		4 ltrs	02	〃	〃	〃				
~~2028~~				paint Brush		75 MM	10	〃	〃	〃				
~~2028~~ 2028	〃	〃	Ganji Venkanna & Sons	Red paint (P.O)		4 ltrs	3	Nos	6795	324016	〃	〃	〃	
							2	Nos	2456	309029	〃	〃	〃	
2029	〃	〃	D & H Valves	pressure transmitter					[illegible]	[illegible]		〃	〃	

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. 6525 Date: 28/03/23

To, Summit Sales LLP

Transport : Auto

Invoice No : 1753

Dated : 28/03/23

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Make	Quantity	Units
1)	6 ltr f Class	Ceasefire	05	No.

Received By
S.K. RAJU
6281929265

Please acknowledge the receipt of material and send one copy duly signed intake of receipt.

Contact:

GSTIN/UIN: 36AIDPK0172B1Z9

Receiver's Signature with your Stamp.

For KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS SECUNDERABAD

KOTHARI FIRE SAFETY EQUIPMENTS

Summit Sales LLP (22-23)
M G Road, Ranigunj
Secunderabad

SUP-Kothari Fire Safety Equipments
Ledger Account
S.No11,2nd Floor SA Trade Complex
Sec-Bad

1-Apr-22 to 31-Mar-23

Date		Particulars	Vch Type	Vch No.	Debit	Credit
1-Mar-23	To	**BANK-YES BANK LTD A/c No:-009763700001491** Cheque 689686 *Chq no:-689686 Being chq issued to Y/S For RTGS/NEFT To Kothari Fire Safety Equipments towards 100% as advance payment for purchase of Dry Type fire Extinguisher vide po no:-97570*	**Payment** 1-3-2023	PAY\MAR\1033\22-23 1,02,778.00 Cr	1,02,778.00	
13-Mar-23	By	**(as per details)** **Sundry Purchases GST 18%** **27,000.00 Dr** **Input CGST** **2,430.00 Dr** **Input SGST** **2,430.00 Dr** *Being amount credited to Kothari Fire Safety Equipments towards purchase of fire extinguisher against invoice no-HO/1594 dt -01/03/2023 po no-97570 dt-25/02/2023 Scan id-133621*	**Purchase**	PUR\MAR\1013\22-23		31,860.00
25-Mar-23	By	**(as per details)** **Sundry Purchases GST 18%** **5,100.00 Dr** **Input CGST** **459.00 Dr** **Input SGST** **459.00 Dr** *Being amount credited to Kothari Fire Safety Equipments towards purchase of fire extinguisher against invoice no-HO/1606 dt -03/03/2023 po no-97570 dt-25/02/2023 Scan id-97570 (Material issued to GVDC stores)*	**Purchase**	PUR\MAR\1101\22-23		6,018.00
					1,02,778.00	37,878.00
	By	**Closing Balance**				64,900.00
					1,02,778.00	**1,02,778.00**

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/1753**	Dated **28-Mar-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. **97570**	Dated **25-Feb-23**
Consignee (Ship to) **Summit Sales LLP** GVDC Turkapally Hyderabad--500078 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Auto**	Destination **Turkapally**
	Terms of Delivery	
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	**Kanex 6 Ltr F Class**	84241000	**5 nos**	11,000.00	nos		**55,000.00**
	CGST						4,950.00
	SGST						4,950.00
	Total		**5 nos**				**₹ 64,900.00**

"TRUE COPY"

Amount Chargeable (in words)

E. & O.E

INR Sixty Four Thousand Nine Hundred Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84241000	55,000.00	9%	4,950.00	9%	4,950.00	9,900.00
Total	**55,000.00**		**4,950.00**		**4,950.00**	**9,900.00**

Tax Amount (in words) : **INR Nine Thousand Nine Hundred Only**

Declaration

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

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS

Authorised Signatory

This is a Computer Generated Invoice