

PURCHASE DIVISION
Advice for approval for credit to supplier

PO/WO no.	12/1/21	Prepared by:	Prabhakar
Supplier Name	Patel Engineering	PO / WO Date.	
Firm/Company	Sumit Sales LLP	PO/WO amount	
No.	Bill No.	Project	50011P
	11644 46	Bill Date	17/5/20
		Bill amount	1,42,000/-

Amount A - Bills total (Excluding Transport & Hamali Charges):

No.	DC No.	DC Date	MRN No.	1,42,000/-
1.				DC matches MRN
2.				☒ Yes ☐ No
3.				☐ 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:

Amount E - PO / WO value: 1,42,000/-

Amount F - Difference (A - E): GST-18%

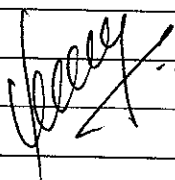
Quantity received as per PO / WO	☐ Yes ☐ Excess received ☐ Short received ☒ Other (explained below)
Difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved - within acceptable limits ☐ No (explained below)
Balance PO / WO	☐ Yes ☒ No - wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes - Rs. / ☒ No
Amount - due date	18/1/21

Remarks: Cement taken in lock down period without PO. order approved to pay the amount can be considered.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
			APPROVED				
			13 JAN 2021				
			MINISH PARIKH				
			MANAGER PROCUREMENT				

1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach original sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see amendment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, excludes port, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,00,000/- 7. MD to approve all bills above 1,00,000/-

MEMO

DATE & FROM:	TO & REMARKS.
30.12.2020	To,
	MD sir,
	Sub: PPC Cement purchased in lock down period-Reg
	The material was received in lock down period.
	We have in warded in general inward register with the details. With out DC
	Inward No : 10347/SSLLP, inward date : 17.05.20
	Quantity : 500 Bags, Vehicle No : AP 29 TB 1167
	<u>Note</u> : PO was not generated and payment was not done earlier from SSLLP.
Praveen	For Approval,
Admin-Audit	Regards,
	

To, Purchase - Process for payment

Bill # 46
17/5/2020

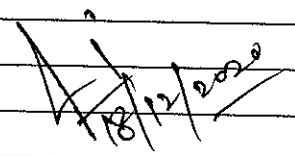
APPROVED BY
-1 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
-6 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

MEMO

DATE & FROM:	TO & REMARKS.
18/12/2020 MINISH	To, MD SIR, During Lock-down we purchased 400 Bag's of PPC Cement from "Patef Enterprises" PO not been raised for the same. Need your approval.
28/12/20 Sonam	Re Paven Check and confirm that this material was received at site. Also check if payment was not made for as per Account.

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		17-12-2020		
Site & Phase :		Silver Oak Villas		Time:		10.00		
Supplier				Req. No.		156248		
Material required before date:			18-12-2020		ID No.		62389	
No	Description	Size	Quantity	Units	Inward No	Date		
1	PPC Cement		400	Bags				
2								
3								
4								
5								
6								
7								
8								
9								
10								
Remarks: -For site use purpose  								
Prepared By		G.Mona		Approved by				
Sign. & Date		14-12-2020		Sign. & Date				
Note: On receipt of material at site write inward number and date in this column.								

Note: On receipt of material at site write inward number and date in last 2 columns.

[illegible]

Note: On receipt of material at site write inward number and date in last 2 columns.

TAX INVOICE

PATEL ENTERPRISES**"Wholesale dealers in major brands of cement since 25 years !"**

Brands: Ultratech, Anjani, Birla Shakti, Birla A1, Maha Shakti, Ramco, Parashakti, Chettinad, Penna, Jaypee & Other Brands

Address: 3-6-369/1, No.302, Sanatana Ecstasy, Steet No. 3, Himayatnagar, Hyd -5000 029.

Ph : 040-66669511 8886195195, patelcements@gmail.com

GSTIN No.

: 36AKJPP6623M1ZL

State Code & Name : 36 Telangana

Invoice No. : 46

Vehicle No. : 1167

Date : 17/05/2020

DC No : 6812

Brand : PENNA

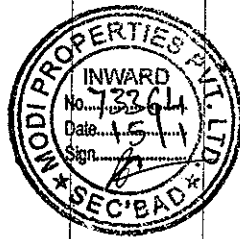
Details of Receiver (Billed to)Name : SUMMIT SALES LLP
Address : 5-4-187/3&4, IInd FLOOR,
MG ROAD, SECUNDERABAD

Narration : 20MT - CHARLAPALLY

State Code & Name : 36 Telangana

GSTIN No. : 36ACQFS2044C1Z7

SNo	Particulars	HSN Code	Qty	Units	Rate	Taxable Value	CGST		SGST		IGST	
							%	Amount	%	Amount	%	Amount
1	PPC CEMENT	25232930	400.00	Nos	355.00	110937.50	14	15531.25	14	15531.25	0	0
Total						110937.50		15531.25		15531.25		



Invoice Value (In Words):

One Lakh Forty Two Thousand Only

Sub Total	110937.50
CGST	15531.25
SGST	15531.25
IGST	0.00
Hamali	0.00
Freight	0.00
TCS 0.000 %	0.00

Terms & Conditions :

1. Goods once sold will not be taken back.
 2. Dishonour of Cheques may lead to criminal proceeding.
 3. If the Amount of Invoice is not paid within 15 days Interest @ 24% P.A will be charged
 4. RTGS : ICICI BANK A/C NO. 630505500220 IFSC: ICIC0006305, Himayathnagar Branch.
- All disputes subject to Hyderabad Jurisdiction.

Invoice Total 142000.00

Receiver's Signature

For PATEL ENTERPRISES

Authorised Signatory



Patel Enterprises Inc.
4100 1st Ave
Bldg. 46
Rd. 142000

No. 1775120
Silver Oak willow

① Cement PPC 50kg - 400-Bags

Received.

400-Bags.

INWARD RECEIPT	
Invoy No.	1775120
MRN No.	1775120
Received By	[Signature]
SILVER OAK VILLAS LLP	

GENERAL MATERIAL

Inward No.	Date	Time	Supplier	Item Category	Item Desc.
10340	01/3/20	14:05	Panachari Lila Co. (67779-)	(1) Black paint	
10341	"	16:05	Panachari Lila Co. (67779-)	(1) Hammer stone	
10342	"	16:40	Panachari Lila Co. (67779-)	(1) Hammer stone	
10343	02/4/20	06:31	Panachari Lila Co. (67938-)	(1) Painted	
10344	30/4/20	05:50	Panachari Lila Co. (67779-)	(1) Granite block (2) Hammer	
10345	01/5/20	05:34	Panachari Lila Co. (67938-)	(1) Steel pipe	
10346	4/5/20	14:06	Panachari Lila Co. (67939-14196)	(1) M.C.C. pipe (2) M.S. pipe	
10347	13/5/20	11:26	WIT out DC	(1) Cement ppc	
10348	18/5/20	9:45	Chandru Wood Industry	(1) Wood board	
10349	21/5/20	11:00	S.P. Engrg. Works	(1) M.S. pipe	
10350	22/5/20	10:20	Devi Laxmi Cement Works (67052-)	(1) M.S. pipe	
10351	"	14:00	Chandru Business (67892-14536)	(1) M.S. pipe	

INWARD REGISTER

Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by	Received by	Engineer's Signature
	1500	Sft	223	88844	Prady		
	614	Sft	224	88844	Prady		
	586	Sft	225	88844	Prady		
	660	Sft	304	88844	Prady		
	1500	Sft	306	88844	Prady		
	1200	Sft					
	1340	Sft	307	88844	Prady		
	4000	Kgs	013	88844	Prady		
	2000	"					
50kg	400	Kgs	-	88844	Prady		
45x60	160	Nm	-	88844	Prady		
6x4	86	Nm	173	88844	Prady		
34x3mm	2035	Kgs	72	88844	Prady		

VERIFIED BY

S. PRAVEEN
AUDIT MANAGER

CEMENT REGISTER

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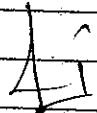
S.No.	Date	Time	Issued for	Grade	Block No.	Quantity	Balance 53 Grade	Balance 43 Grade	Issued by
12747	13/5/20	10:00	Plumbwork (9507)	PPC	81	12	00	274	P.P.S
12748	11	11:00	Plumbwork (9508)	PPC	12, 129	16	00	258	P.P.S
12749	14/5/20	9:40	Plumbwork (9509)	PPC	34	10	00	248	P.P.S
12750	11	9:45	Plumbwork (9510)	PPC	129	10	00	238	P.P.S
12751	15/5/20	10:00	Plumbwork (9511)	PPC	38, 68	18	00	220	P.P.S
12752	16/5/20	9:45	Plumbwork (9512)	PPC	38, 61	10	00	210	P.P.S
12753	17/5/20	11:26	Plumbwork	PPC	50V	400	00	619	P.P.S
12754	17/5/20	9:25	Plumbwork (9513)	PPC	53, 29	12	00	619	P.P.S
12755	18/5/20	9:35	Columnwork (9514)	PPC	130 (60V)	10	00	30 DEC 2020	P.P.S
12756	11	10:00	Plumbwork (9515)	PPC	55, 97	17	00	S. PRAVEEN AUDIT MANAGER	P.P.S
12757	19/2/20	9:35	Plumbwork (9516)	PPC	64, 67	10	00	561	P.P.S
12758	11	9:45	Columnwork (9517)	PPC	129 (60V)	03	00	558	P.P.S

CEMENT REGISTER

121

S.No.	Date	Time
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Request for payment

Division	Purchase Department		
Pay to	Patel Enterprises.		
Towards	Purchase of cement.		
Amount	1,42,000/-	Payment / cheque date	06/01/2021
Payment from company	SOVLLP		
Project	SOV.		
Type of payment	☐ Advance ☐ Part Payment ☐ Balance Payment ☒ Full Payment ☐ ☐ PDC ☐ Transfer ☐ Other:		
Payment mode	☒ Cheque ☐ Payorder ☐ RTGS/NEFT ☐ Cash ☐ Online payment ☐ Payment by Happay card ☐ Transfer to Happay card ☐ Transfer to petro card ☐ Other:		
Payment to be divided (attach statement)	☐ Yes ☒ No		
PO/WO no.		Requisition no.	-
Remarks/ Desc.	During Lockdown purchased PPC cement (400 Bag's) for SOVLLP.		
Requested by:	Approved by:	Sign	Date
	MUNISHA		05/01/2021

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Happay or petro card.

APPROVED BY
-6 JAN 2021
SOHAM MODI
MANAGING DIRECTOR