PURCHASE DIVISION

Advice for approval for credit to supplier

te:	13/1/21	Prepared by:	Prabhakar
/WO no.	←	PO / WO Date.	←
pplier Name	Patel Enterprises	PO/WO amount	
m/Company	~~Sumit Sets LLP~~	Project	←
No	Bill No.	Bill Date	Sow11P · Bill amount
	11644 46	17/5/20	1,42,000-00
			/

ount A – Bills total(Excluding Transport & Hamali Charges): 1,42,000-00

No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	/	/	/	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

ount B – Other Credits : Transportation charges	⟵⟶
ount C – Other Debits :	——
ount D (D=A+B-C) – Amount to be credited to the supplier:	1,42,000-00
ount E – PO / WO value:	←
ount F – Difference (A – E): GST-18%	←

ntity received as per PO / WO	☐ Yes ☐ Excess received ☐ Short received ☑ Other (explained below)
ifference between PO / Bill acceptable?	~~☐ Yes ☐ No (explained~~ below)
ess / short material received	~~☐ Approved – within~~ acceptable limits ☐ No (explained below)
se PO / W?O	☐ Yes ☑ No – wait for balance material ☐ No (explained below)
ance paid / PDC given (deduct when paying)	☐ Yes – Rs. ___ / ☑ No
ment – due date	18/1/21

arks: Cement taken in lockdown period without Po. order approved to Pay the amount Can be Considered.

pproved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
:							
		[signature]	APPROVED 13 JAN 2021				
e		13/1/21	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 onal sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see ment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve ls 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, exclude ort, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 0/- 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
	Note : 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	To,
MINISH	MD SIR,
	During Lock-Down we purchased 400 Bag's of PPC Cement from "Patel Enterprises," PO not been raised for the same.
	Need your Approval.
Sonam 28/12/20	~~Re~~ Praveen, Check and confirm that this material was received at site.
	Also check if payment was not made ~~for~~ as from Accounts.

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	18/12/2020		APPROVED			
8			18 DEC 2020			
9			MINISH PARIKH			
10			MANAGER PROCUREMENT			

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 last 2 columns.

Company Name:	Silver Oak Villas LLP		
Site & Phase :	Silver Oak Villas		
Supplier			
Material required before date:	15-12-2020	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						

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

Shri Ganeshaya Namaha

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 Ecastacy, 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

S No	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		

INWARD No. 73364 Date 15/1 Sign. MODI PROPERTIES PVT. LTD. SEC'BAD

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
Invoice Total	142000.00

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.

For PATEL ENTERPRISES

Receiver's Signature

Authorised Signatory

Patel Enterprises A/c.
Himmat nagar
Bill no. 46
Rs. 142000/-

Dt: 17/5/20

Silver Oak Villas LLP

1. Cement PPC 50kg - 400-Bags

Received.

400-Bags.

INWARD WITH TIME:
Inward No. Dt: 17/5/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by	Received by	Engineer's Signature
10340	01/3/20	14:09	Rajadhani Tiles Company (66779-		(1) Black granite		1500	sft	223	AP09U 5951	Prady		
10341	11	16:00	Rajadhani Tiles Co. (66779-		(1) Tanbrown stone		614	sft	224	AP09UE 4885	Prady		
10342	11	16:40	Rajadhani Tiles Co (66779-		(1) Tanbrown granite		586	sft	225	AP09UF 8496	Prady		
10343	22/4/20	06:31	Rajadhani Tiles Co. (66938-		(1) Granite grey		660	sft	304	AP09UF 8107	Prady		
10344	30/4/20	05:50	Rajadhani Tiles Co. (66779-		(1) Granite black (2) Tanbrown		1500 1250	sft sft	306	AP09UE 8609	Prady		
10345	01/5/20	05:37	Rajadhani Tiles Co. (66938-		(1) Steel grey		1340	sft	307	AP09UE 8609	Prady		
10346	4/5/20	14:06	Parishi Ispat (66939 - 14196.		(1) MS angles (2) MS flat patti		4000 2000	kgs 11	013	AP29TA 3039	Prady		
10347	17/5/20	11:26.	With out DC		(1) Cement ppc	50kg	400	Bags	-	AP09TB 1167	Prady		
10348	18/5/20	9:45	Chandra Wood Industries		(1) Wood beading	45x6m	160	Nos	-		Cherry		
10349	21/5/20	11:00	S.K. Engg Works		(1) MS grills (2)	6x4'	(2150 kgs) 86	Nos	173.	AP09UE	Prady		
10350	22/5/20	18:00	Sri Laxmi Ganesh Steel (67052-		(1) M.S. Hinges		100	N/S	553		Raghu		
10351	11	14:00	Shah Traders (67292 - 14536		(1) M.S. Z Angle	34x3mm	2035	kgs	72	AP16TD 8652	Prady		

VERIFIED BY
B. PRAVEEN
AUDIT MANAGER

CEMENT REGISTER

S.No.	Date	Time	Issued for	Grade	Block No.	Quantity	Balance 53 Grade	Balance 43 Grade	Issued by
12747	13/5/20	10:00	Tiles/work (9507)	PPC	81	12	00	274	
12748	11	11:00	Floosig/work (9508)	PPC	12, 129 (SCPL)	16	00	258	
12749	14/5/20	9:40	Tiles/work (9509)	PPC	34	10	00	248	
12750	11	9:45	Column/work (9510)	PPC	SCPL 129	10	00	238	
12751	15/5/20	10:00	Tiles/work (9511)	PPC	38, 68, 90	18	00	220	
12752	16/5/20	9:45	Tiles/work (9512)	PPC	38, 61	10	00	210	
12753	17/5/20	11:26	Received from	PPC	SOV	400	00	610	
12754	11	9:25	Tiles/work (9513)	PPC	55, 29	12	00	5[illegible]	
12755	18/5/20	9:35	Column/work (9514)	PPC	150 (SCPL)	10	00		
12756	11	10:00	Tiles/work (9515)	PPC	35, 92, 37	17	00	571	
12757	19/5/20	9:35	Tiles/work (9516)	PPC	64, 67	10	00	561	
12758	11	9:45	Column/work (9517)	PPC	129 (SPIL)	03	00	558	

VERIFIED BY
30 DEC [illegible]
[illegible] PRAVEEN
AUDIT MANAGER

CEMENT REGISTER

S.No.	Date	Time

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
	MINISH		05/01/2021

APPROVED BY
-6 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

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.