

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/03/2022		Prepared by: MINISH		Serial no. - L-2626	
Supplier name: Sri Balaji Marketing Associates		Project: SILLP		HO inward no.	
Firm/Company: SLLP		PO/WO No. 82452		HO received date	
PO/WO date: 08/11/2021		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3176	08/11/2021	70,000/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 70,000/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 104542	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 70,000/-

Amount E – PO / WO value: 70,000/-

Amount F – Difference (A – E): NIL

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:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82452			PO date:	8/11/2021
Req. no.:	169466			Req. date:	8/11/2021
Material received	☐ Part ☒ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☒ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: material received					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Hemendra	[Signature]	4/3			
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: Bill not received					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
[Signature]	[Signature]	5/3/21			
Action taken by purchase:					
Status of PO			☒ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☒ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☒ Yes		
			☐ No – certified copy received from accounts.		
Original bill available			☐ Yes		
			☒ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes		
			☒ No		
Advice for credit to supplier			☒ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase: Proof of delivery by DC, invoice not available					
Prepared by	Sign	Date	Purchase manager	Sign	Date
Hemendra	[Signature]	4/3		nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Minish to
check & process

Purchase Order

Of 1

08-11-2021 4:46:30 PM



82452

09.11.21 4:15:36

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

Supplier Details

Sri Balaji Marketing Associates
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020

9246524365

9246524365

Doc No	82452	169166
Doc Date	08-11-2021	
Quote No	NIL	
Quote Date	08-11-2021	
SupplyType	Supply	

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1. 3001 - Cement - 53 grade - 50kgs - bags OPC	200.00	273.44	0.00	28.00	70,000.64
Total Order Value . . .					70,000.64

Rupees : Seventy Thousand and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand All items shall be of PARASAKTHI brand/company

Payment Terms 100% as advance

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay NIL

Transportation Cost Included in the above price.

Warranty NIL

Advance Paid RS 70,000/- Dt 15/11/2021.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Material for GMR purpose

Completion Date NIL

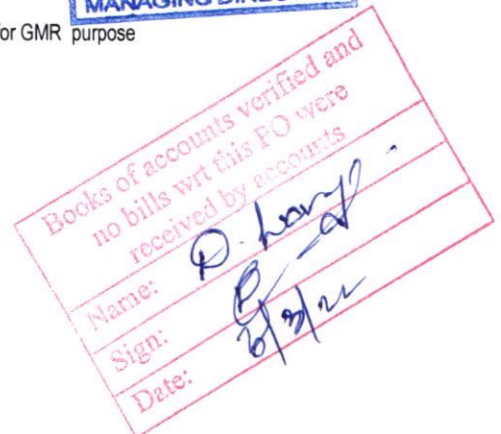
Measurment NIL

Security NIL

Remarks Delivery at Mallapur GMR-Contact Person Mr Ramprasad-8309938133.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SLLP stock
- ☐ Other



For **Summit Sales LLP**

Authorised Signatory

Name :

08/11/2021

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Marketing Associates**

Date : / /

Requisition Form

1435

Company Name:		SUMMIT SALES LLP		Date:		08-11-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169166	
Material required before date:				ID No.		70979	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Cement OPC		200	Bags	261/72	2287	
Remarks: For GMR							
Prepared By		Bhavani					
Sign. & Date		08-11-2021		Sign. & Date			

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



TAX INVOICE**SRI BALAJI MARKETING ASSOCIATES**

DEALERS : KCP, PARASAKTI, BIRLASHAKTI, RAMCO & SUVARNA CEMENTS.

SHOP NO3, SRT343, JAWAHARNAGAR, ASHOKNAGAR, HYDERABAD. 500020. TELANGANA

GSTIN No: 36ACPPC4261Q1Z3

Billing Address	Shipping Address	INV NO:
SUMMIT SALES LLP	GMR SITE	DATE :
5-4-187/3&4, 2ND FLOOR, MG ROAD	MALLAPUR	PO NO:
SECUNDERABAD	MR RAMPRASAD	DATE :
GSTIN No. 36ACQFS2044C1Z7	PH 8309938133	TRUCK NO :
PAN / AADHAR.NO		E WayBill No
Phone No lavanya@modipropert		

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI 53 GRD	25232910	200	350.00	54,687.50	7,656.25	7,656.25	
Total			200		54,687.50			

CGST AMT :	7,656.25	IGST AMT :	TOTAL GST AMOUNT -	15,312.50
SGST AMT :	7,656.25		TAXABLE AMOUNT -	54,687.50
			TOTAL TCS AMOUNT-	
Value in Rs:				
SEVENTY THOUSAND ONLY		R.off :		
		TOTAL:		70000.00

Our Bank Details

Bank Name : S.B.I (ASHOKNAGAR BR)

Account No : 35706838384

RTGS/IFSC: SBIN0011658

Our Bank Details

Bank Name: HDFC BANK (RTC X ROAD BR)

Account No : 50200050652389

RTGS/IFSC : HDFC0000472



For SRI BALAJI MARKETING ASSOCIATES



AUTHORISED SIGNATORY

Terms & Conditions:

- 1) Interest @ 24% will be charged if bill is not settled within 8 days.
- 2) Subject to HYDERABAD JURISDICTION.

CERTIFICATE : Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly from the buyer

suppliers :- Sri Balaji marketing

dt 19/11/21

cement bags → 200

Inward no :- 6497 dt 19/11/21

M21-104547



Recd on 28/2/22

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