

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/03/2022		Prepared by: MINISH		Serial no.: 2622	
Supplier name: Sri Balaji Marketing Associates		HO inward no.			
Firm/Company: SCLLP.		Project: S+LLP.		HO received date	
PO/WO date: 12/10/2021		PO/WO No.: 81620.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2620	12/10/2021	31,500/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 31,500/-

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

MRN nos.: 100293	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: 31,500/-

Amount E – PO / WO value: 31,500/-

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	M D	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 weightment 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.:	81620	PO date:	12/10/2021
Req. no.:	159102	Req. date:	12/10/2021
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
Harsh	[Signature]	5/3/22			

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

Page(s) 1 Of 1

12-10-2021 11:30:22 AM

Origin



81620

18.10.21 2:04:47

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

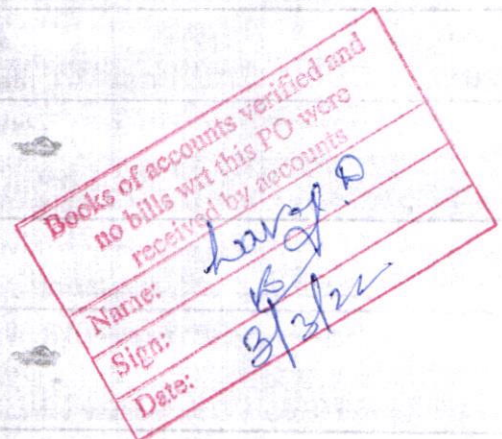
Supplier Details	Doc No	81620	169102
Sri Bajajji Marketing Associates	Doc Date	12-10-2021	
Shop no.3, Street-343, jawaharnagar, Ashoknagar, Hyderabad-500020	Quote No	NIL	
	Quote Date	12-10-2021	
9246524365	SupplyType	Supply	

Kind Attn : Mr. Ghanshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	100.00	246.10	0.00	28.00	31,500.80
Total Order Value . . .					31,500.80

Rupees : Thirty One Thousand Five Hundred and Paise Eighty Only.

Terms and Conditions :-**Specification / Brand** All items shall be of Parashakthi brand/company**Payment Terms** 100% as advance**Tax** All taxes included in above price.**Delivery Date** Immdiate**Delivery Location** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty For Delay** Nil**Transportation Cost** Free Delivery.**Warranty** Nil**Advance Paid** 31,500/- Cheque Dt 18/10/21.**Other Terms** Hammali charges for loading & unloading extra @ Rs.5/- per bag.above order for NE purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** FOR DELIVERY AT Rampally NE Contact Person Mr Vijay-9849497484.For **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

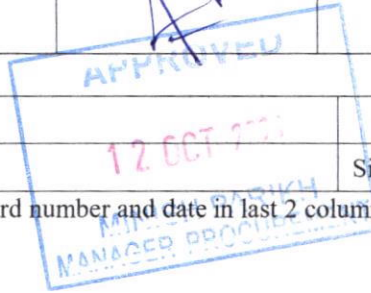
Accepted the above Terms And Conditions

For **Sri Bajajji Marketing Associates**

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		12-10-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169102	
Material required before date:					ID No.		70240
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Cement Bags	50kgs	100	Bags	246/10.		
Remarks: For NE							
Prepared By		Bhavani					
Sign. & Date		12-10-2021		Sign. & Date			

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



Email - sbma233@gmail.com

ORIGINAL
TAX INVOICE

Phone No : 040 66784365
Cell No : 09246524365
09346524365

SRI BALAJI MARKETING ASSOCIATES

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

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

GSTIN No: 36ACPPC4261Q1Z3

Billing Address SUMMIT SALES LLP 5-4-187/3&4, 2ND FLOOR, MG ROAD SECUNDERABAD GSTIN No. 36ACQFS2044C1Z7 PAN / AADHAR.NO Phone No lavanya@modipropert	Shipping Address SUMMITE NE SITE RAMPALLY MR VIJAY PH 9849497484	INV NO: 2620 DATE : 12-10-2021 PO NO: 81620/169102 DATE : TRUCK NO : AP23W3034 E WayBill No 141388295926
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Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	100	315.00	24,609.38	3,445.31	3,445.31	
Total			100		24,609.38			

CGST AMT :	3,445.31	IGST AMT :	TOTAL GST AMOUNT -	6,890.62
SGST AMT :	3,445.31		TAXABLE AMOUNT -	24,609.38
			TOTAL TCS AMOUNT -	
Value in Rs:			R.off :	
THIRTY ONE THOUSAND FIVE HUNDRED ONLY			TOTAL:	31500.00

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

Nilgiri Station

PO
8/6/20

Inventivo
22810
7/1/4

men 100293

