PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/03/2022	Prepared by	MINISH	Serial no.	262?
Supplier name	Sri Balaji Marketing Associates			HO inward no	
Firm/Company	SSLLP.	Project	SHLLP.	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
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:		APPROVED			
Sign:		07 MAR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.:	81620	PO date:	12/10/2021
Req. no.:	169102	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:	Matirial Recieved		

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]	5/3/22			

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 delay 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.

Manish to check & process

Purchase Order

81620
18.10.21 2:04:47

 12-10-2021 11:30:22 AM Origin

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 Bajajji Marketing Associates	**Doc No**	81620	169102
Shop no.3,Street-343, jawaharnagar,Ashoknagar,Hyderabad-500020	**Doc Date**	12-10-2021	
	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	Immidiate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Lavanya D
Sign:
Date: 3/3/22

For ***Summit Sales LLP***
Authorised Signatory
12/10/2021

Name : ____________

Accepted the above Terms And Conditions
For ***Sri Bajajji Marketing Associates***

Name : ____________

Date : __/__/____

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.	
	PO/81620					

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.

APPROVED
12 OCT 2021
MANAGER PROCUREMENT

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	Shipping Address		
SUMMIT SALES LLP	SUMMITE NE SITE	INV NO:	2620
5-4-187/3&4,2ND FLOOR,MG ROAD	RAMPALLY	DATE :	12-10-2021
SECUNDERABAD	MR VIJAY	PO NO:	81620/169102
GSTIN No. 36ACQFS2044C1Z7	PH 9849497484	DATE :	
PAN / AADHAR.NO		TRUCK NO :	AP23W3034
Phone No lavanya@modipropert		E WayBill No	141388295926

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-	
			R.off :	
			TOTAL:	**31500.00**

Value in Rs:

THIRTY ONE THOUSAND FIVE HUNDRED ONLY

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91863
Date: 5/2/22
Sign:

For SRI BALAJI MARKETING ASSOCIATES

SRI BALAJI MARKETING ASSOCIATES HYDERABAD CELL: 9246524365

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 Estate

PO
81620

Inward no
22810
7/1/24

MRN 100293

SUMMIT SALES LLP
INWARD
No: 78300
Date: 7/2
Sign: L
B.S. DIST.