PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/03/2022	Prepared by	MINISH.	Serial no.	L. 2621
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.	8/632	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2692	18/10/2021	37,800/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			37,800/-	

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

MRN nos.:	99057.	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:	37,800/-
Amount E – PO / WO value:	37,800/-
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:		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.

5

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	81632	PO date:	12/10/2021
Req. no.:	169101	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		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 receivd

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
Kavy		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		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

 12-10-2021 12:32:07 PM Orig

81632
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			
Sri Bajajji Marketing Associates	**Doc No**	81632	169101
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	120.00	246.10	0.00	28.00	37,800.96
					Total Order Value . . .	**37,800.96**

Rupees : Thirty Seven Thousand Eight Hundred and Paise Ninty Six 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	37,800/-Cheque Dt.18/10/21.
Other Terms	Hammali charges for loading & unloading extra @ Rs.5/- per bag.above order for Serene Farm purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	FOR DELIVERY AT Chevarla Serene Farms Contact Person Mr Sarwar-7319104968.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D. Laxmi
Sign:
Date: 3/2/22

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

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.	169101
Material required before date:		ID No.	70239

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cement	50kgs	120	Bags		
	PO 81632					

Remarks:For Serene farm			
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
MINISH PARIKH
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	SERENE FARMS	INV NO:	2692
5-4-187/3&4,2ND FLOOR,MG ROAD		DATE :	18-10-2021
	CHEVELLA	PO NO:	81632/169101
SECUNDERABAD		DATE :	
GSTIN No. 36ACQFS2044C1Z7	MR SARVAR	TRUCK NO :	AP23Y 3387
PAN / AADHAR.NO		E WayBill No	
Phone No lavanya@modipropert	7319104968		

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	120	315.00	29,531.24	4,134.38	4,134.38	
	Total		120		29,531.24			

CGST AMT :	4,134.38	IGST AMT :	TOTAL GST AMOUNT -	8,268.76
SGST AMT :	4,134.38		TAXABLE AMOUNT -	29,531.24
			TOTAL TCS AMOUNT-	

Value in Rs:

THIRTY SEVEN THOUSAND EIGHT HUNDRED ONLY

R.off :

TOTAL: **37800.00**

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

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91864 Date: 5/3/22 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

Email - sbma233@gmail.com

Phone No : 040 66784365
Cell No : 09246524365
09346524365

ORIGINAL

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		
SUMMIT SALES LLP	SERENE FARMS	INV NO:	2692
5-4-187/3&4,2ND FLOOR,MG ROAD		DATE :	18-10-2021
	CHEVELLA	PO NO:	81632/169101
SECUNDERABAD		DATE :	
GSTIN No. 36ACQFS2044C1Z7	MR SARVAR	TRUCK NO :	AP23Y 3387
PAN / AADHAR.NO		E WayBill No	
Phone No lavanya@modipropert	7319104968		

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	120	315.00	29,531.24	4,134.38	4,134.38	
	Total		120		29,531.24			

INWARD
Inward No: 223 Dt: 18/10/2
MRN No: Dt:
Received By: R Salin Sign:
Serene Construction (Hyd) LLP

CGST AMT : 4,134.38 IGST AMT :

SGST AMT : 4,134.38

TOTAL GST AMOUNT - 8,268.76

TAXABLE AMOUNT - 29,531.24

TOTAL TCS AMOUNT-

Value in Rs:

THIRTY SEVEN THOUSAND EIGHT HUNDRED ONLY

R.off :

TOTAL: **37800.00**

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

INWARD
Inward No: 17230 Dt: 10-11-21
MRN No: 99057 Dt: 10/11/21
Received By: Sign:
SUMMIT SALES LLP

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

INWARD No. 78982 Date 7/1 Sign