PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/03/2022	Prepared by	MINISH	Serial no.	- L-2625
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	24/09/2021	PO/WO No.	80937.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2304	25/09/2021	1,16,000/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		1,16,000/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	97939.	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:			1,16,000/-
Amount E – PO / WO value:			1,16,000/-
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	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 07 MAR 2022 MINISH PARIKH			
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.:	80937	PO date:	24-09-2021
Req. no.:	169041	Req. date:	24-09-2021
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 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 receive.

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
Loary		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		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.

Mihish to
check & process

Page(s) 1 Of 1 25-09-2021 9:45:35 AM

Purchase Order

Origi

80937
22.09.21 4:26:50

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	**Doc No**	80937	169041
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020	**Doc Date**	24-09-2021	
	Quote No	NIL	
9246524365	**Quote Date**	24-09-2021	
9246524365	**SupplyType**	Supply	

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	400.00	226.56	0.00	28.00	115,998.72

Total Order Value . . . 115,998.72

Rupees : One Lakh(s) Fifteen Thousand Nine Hundred Ninty Eight and Paise Seventy Two 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
Penality For Delay	NIL
Transportation Cost	Included in the above price.
Warranty	NIL
Advance Paid	RS 1,16,000/-Dt 27/09/21.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Material for MPL 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 SSLLP stock
- ☐ Other

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

APPROVED BY
27 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
Name : 25/09/2021

Name : ______

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

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169041
Material required before date:		ID No.	69639

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cement PPC		400	Bags		
	PO 80937	24/9/21				

Remarks:For GMR			APPROVED BY
Prepared By	Bhavani		27 SEP 2021
Sign.& Date	24-09-2021	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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	Shipping Address	
SUMMIT SALES LLP 5-4-187/3&4,2ND FLOOR,MG ROAD SECUNDERABAD GSTIN No. 36ACQFS2044C1Z7 PAN / AADHAR.NO Phone No lavanya@modipropert	GMR MALLAPUR PH RAMPRASAD PH 8309938133	INV NO: 2304 DATE : 25-09-2021 PO NO: 80937/169041 DATE : TRUCK NO : AP23W1260 E WayBill No 191381346820

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	400	290.00	90,625.00	12,687.50	12,687.50	
	Total		400		90,625.00			

CGST AMT : 12,687.50 **IGST AMT :**

SGST AMT : 12,687.50

TOTAL GST AMOUNT - **25,375.00**

TAXABLE AMOUNT - **90,625.00**

TOTAL TCS AMOUNT-

Value in Rs:

ONE LAKH SIXTEEN THOUSAND ONLY

R.off :

TOTAL: **116000.00**

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
IN WARD
No: 91856
Date: 5|3
Sign:
R.R. DIST.

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

ma'l - sbma233@gmail.com 14:45

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	GMR MALLAPUR	INV NO:	2304
5-4-187/3&4,2ND FLOOR,MG ROAD	PH RAMPRASAD	DATE :	25-09-2021
SECUNDERABAD	PH 8309938133	PO NO:	80937/169041
GSTIN No. 36ACQFS2044C1Z7		DATE :	
PAN / AADHAR.NO		TRUCK NO :	AP23W1260
Phone No lavanya@modipropert		E WayBill No	191381346820

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	400	290.00	90,625.00	12,687.50	12,687.50	
	Total		400		90,625.00			

INWARD
MODI REALTY MALLAPUR LLP
Ward No 5028 Dt 25/09/21
MRN No ______ Dt ______
Received By Amit Sign

5028

MRN - 97939

CGST AMT :	12,687.50	IGST AMT :	TOTAL GST AMOUNT -	25,375.00
SGST AMT :	12,687.50		TAXABLE AMOUNT -	90,625.00
			TOTAL TCS AMOUNT-	

Value in Rs:

ONE LAKH SIXTEEN THOUSAND ONLY

R.off :

TOTAL: **116000.00**

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.
INWARD No: 78298 Date: 2/3 Sign:

For SRI BALAJI MARKETING ASSOCIATES

AUTHORISED SIGNATORY

rms & Conditions:

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

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