PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/03/2022	Prepared by	HIMESH.	Serial no.	2627
Supplier name	Sri Balaji Marketing Associates			HO inward no.	
Firm/Company	SJLLP.	Project	SHLLP.	HO received date	
PO/WO date	16/09/2021	PO/WO No.	80679.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2187	16/09/2021	1,50,800/-	☑ Yes ☐ No
2.	2183	16/09/2021	1,10,200/-	☑ Yes ☐ No
3.	2182	16/09/2021	1,16,000/-	☑ Yes ☐ No
4.			/	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		377,000	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	96797, 97694, 96796.	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:			3,77,000/-
Amount E – PO / WO value:			3,77,000/-
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:					
Date		07 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MINISH PARIKH
MANAGER PROCUREMENT

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.

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Form for closure of purchase order

Data required from site/engineers:			
PO no.:	80679	PO date:	06/09/2021
Req. no.:	169014	Req. date:	06/09/2021
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:	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 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
Lavy		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.

Manish to check & process

Purchase Order

16-09-2021 10:40:48 AM

80679

Original 14.09.21 11:35:34

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**	80679	169014
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020	**Doc Date**	16-09-2021	
	Quote No	NIL	
9246524365	**Quote Date**	16-09-2021	
9246524365	**SupplyType**	Supply	

Bill not fet
dated

Kind Attn : Gganshyam

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	3002 - Cement - PPC - 50kgs - bags	1,300.00	226.56	0.00	28.00	376,995.84

Total Order Value . . . 376,995.84

Rupees : Three Lakh(s) Seventy Six Thousand Nine Hundred Ninty Five and Paise Eighty 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
Penality For Delay	NIL
Transportation Cost	Included in the above price.
Warranty	NIL
Advance Paid	RS 3,76,996/-Dt 20/09/21.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Material for ~~CMR~~ MPL purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	Delivery at Maliapur MPL-Contact Person MrSubba Reddy-7674808777.

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date: 3/4/22

For MDs APPROVAL
High Value/quantity beyond limits.
Po/Req. processed-post approval.
Approval for technical details/clarification
Replenishing SSLLP stock
Other

APPROVED BY
16 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
16/09/2021
Name : ______

Name : ______

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

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	16-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169014
Material required before date:		ID No.	69391

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cement- PPC		1300	Bags		
Remarks:For MPL						

Prepared By	Bhavani		APPROVED BY
Sign.& Date	16-09-2021 16/9/21	Sign. & Date	16 SEP 2021 SOHAM MODI MANAGING DIRECTOR

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

PO 80679.

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	**MPR MALLAPUR**	**INV NO:**	2187
5-4-187/3&4,2ND FLOOR,MG ROAD	MALLAPUR	**DATE :**	16-09-2021
SECUNDERABAD	MR SUBBA REDDY	**PO NO:**	80679/169014
GSTIN No. 36ACQFS2044C1Z7	7674808777	**DATE :**	
PAN / AADHAR.NO		**TRUCK NO :**	AP24TB 2457
Phone No lavanya@modipropert		**E WayBill No**	181377769108

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	520	290.00	1,17,812.50	16,493.75	16,493.75	
	Total		520		1,17,812.50			

CGST AMT : 16,493.75 **IGST AMT :**

SGST AMT : 16,493.75

TOTAL GST AMOUNT - 32,987.50

TAXABLE AMOUNT - 1,17,812.50

TOTAL TCS AMOUNT-

Value in Rs:

ONE LAKH FIFTY THOUSAND EIGHT HUNDRED ONLY

R.off :

TOTAL: **150800.00**

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: 91859
Date: 5/3/22
Sign:
R.R. DIST.

For SRI BALAJI MARKETING ASSOCIATES

SRI BALAJI MARKEING ASSOCIATES
CELL: 924...365

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

Dated- 17/09/2021

)003

1 of

PPC Cement

50kg

520- Bag

AP24 TB

2457

16592

17-09-2021

80561

11-09-2021

69158

07-09-2021

177978

HSN/SAC

39174000

35061000

7817

177993

80680

520- Bag

INWARD	
Inward No: 7590	Dt: 17/9/21
MRN No:	Dt:
Received By:	Sign: Nisam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

SUMMIT SALES LLP
R.R. DIST.
INWARD
No: 78294
Date: 7/3
Sign: L

MRN - 96797

27

28

29

30

INWARD

Inward No: 7587 | Dt: 17/9/21

for Summit

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	MPR MALLAPUR	INV NO:	2183
5-4-187/3&4,2ND FLOOR,MG ROAD	MALLAPUR	DATE :	16-09-2021
SECUNDERABAD	MR SUBBAREDDY	PO NO:	80679/169014
GSTIN No. 36ACQFS2044C1Z7	PH 7674808777	DATE :	
PAN / AADHAR.NO		TRUCK NO :	AP23W1067
Phone No lavanya@modipropert		E WayBill No	111377622347

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	380	290.00	86,093.74	12,053.13	12,053.13	
	Total		380		86,093.74			

CGST AMT : 12,053.13	IGST AMT :	TOTAL GST AMOUNT -	24,106.26
SGST AMT : 12,053.13		TAXABLE AMOUNT -	86,093.74
		TOTAL TCS AMOUNT-	

Value in Rs:

ONE LAKH TEN THOUSAND TWO HUNDRED ONLY

R.off :

TOTAL: **110200.00**

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: 91858 Date: 5/3/22 Sign:

For SRI BALAJI MARKETING ASSOCIATES

SRI BALAJI MARKETING ASSOCIATES 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

JAI GURUDEV
CHALLAN

Parasakti Cement

PPC Cement 380 - Bag

50kg

AP23W
1067

noun

380 - Bag

33,200
41,400
,08,00
31,2
2,01,6
3,
4
1

177993
80680

INWARD

Inward No: 7516 Dt: 16/9/21
MRN No: Dt:
Received By: Sign

MODI PROPERTIES PVT. LTD. Sy.No. 87/1.

MRN - 96794

SUMMIT SALES LLP
IN WARD
No. 78295
Date: 7/3
Sign:
R.R. DIST.

02
UN

A/c No
Branch & IFS Code
for KOTHARI FIRE

Sixty One Only

Declaration
charge 2% Penal Intrest after due days for

This is a Computer Generated Invoice

Email - sbma233@gmail.com

ORIGINAL

Phone No : 040 66784365
Cell No : 09246524365
09346524365

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	MPL MALLAPUR	INV NO:	2182
5-4-187/3&4,2ND FLOOR,MG ROAD	MALLAPUR	DATE :	16-09-2021
SECUNDERABAD	MR SUBBAREDDY	PO NO:	80679/169014
GSTIN No. 36ACQFS2044C1Z7	PH 7674808777	DATE :	
PAN / AADHAR.NO		TRUCK NO :	AP23W1063
Phone No lavanya@modipropert		E WayBill No	151377621106

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 :	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: 91857 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

JAI GURUDEV
CHALLAN
...PMENT

Dated 16/09/2021

PPC Cement 400 - Bag

50 kg

AP23 W
1063

17793
80680

400 - Bag

IN WARD
Inward No. 7515 Dt: 16/9/21
M.R.N No: Dt:
Received By: Sign: Nisam
MODI PROPERTIES PVT. LTD. Sy. No. 82/1.

MRN - 96796

SUMMIT SALES LLP
IN WARD
No. 78296
Date: 7/3
Sign.

...ount
,33,200.00
41,400.00
1,08,000.00
31,200.00
2,01,600.00
3,750.00
4,500.00
16,200.00
2,700.00
2,625.0
5,45,175.0
1,400.
45,943.
45,943
₹ 6,38,461

...Bank
...)2
...ABAD & PUN...
Branch & IFS Code: ...
for KOTHARI FIRE SAFETY EQ...
Authorised...

Declaration
There will be charge 2% Penal Intrest after due days for ...
... Computer Generated Invoice