PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/03/2022	Prepared by	MINISH.	Serial no.	- 2115
Supplier name	Sri Balaji Marketing Associates.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	26/10/2021	PO/WO No.	82036.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2909	26/10/2021	1,67,500/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,67,500/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.:	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:	1,67,500/-
Amount E – PO / WO value:	1,73,900/-
Amount F – Difference (A – E):	6,400/-
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:		16 MAR 2022			
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.:	82036	PO date:	26-10-2021
Req. no.:	169137	Req. date:	26-10-2021
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 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.

Get certified copy.
Make advice for credit

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

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	GVRC SITE	INV NO:	2909
5-4-187/3&4,2ND FLOOR,MG ROAD		DATE :	26-10-2021
	TURKAPALLY SHAMIRPET ROAD	PO NO:	82036/169137
SECUNDERABAD		DATE :	
GSTIN No. 36ACQFS2044C1Z7	MR SANJAY	TRUCK NO :	AP07TA7772
PAN / AADHAR.NO	PH 9502288244	E WayBill No	191393214135
Phone No lavanya@modipropert			

Sl. No	Description Of Goods	HSN	QTY	RATE	TAXABLE AMOUNT	CGST 14%	SGST 14%	IGST 28%
1	PARASAKTI PPC	25232930	500	335.00	1,30,859.38	18,320.31	18,320.31	
	Total		500		1,30,859.38			

CGST AMT :	18,320.31	IGST AMT :	TOTAL GST AMOUNT -	36,640.62
SGST AMT :	18,320.31		TAXABLE AMOUNT -	1,30,859.38
			TOTAL TCS AMOUNT-	

Value in Rs:

ONE LAKH SIXTY SEVEN THOUSAND FIVE HUNDRED ONLY

R.off :

TOTAL: **167500.00**

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: 9229 Date: 16/3 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

Purchase Order

82036
25.10.21 1:31:05

26-10-2021 11:18:25 AM

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**	82036	169137
Shop no 3, SRT 343, Jawahar Nagar, Ashok nagar, Hyderabad-500020	**Doc Date**	26-10-2021	
	Quote No	NIL	
9246524365	**Quote Date**	26-10-2021	
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	500.00	271.72	0.00	28.00	173,900.80
					Total Order Value . . .	**173,900.80**

Rupees : One Lakh(s) Seventy Three Thousand Nine Hundred and Paise Eighty 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 1,73,900/-Dt 01/11/21.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Material for GVRC purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	Delivery at Turkapally GVRC-Contact Person Mr Sanjay-9502288244.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Lanp.D
Date: 3/11/21

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

APPROVED BY
28 OCT 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
26/10/2021
Name : ____________________

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

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	26-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169137
Material required before date:		ID No.	70625

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Cement-PPC PO/82036		500	Bags	271/72 +281.	

Remarks:For GVRC			
Prepared By	Bhavani		APPROVED BY
Sign.& Date	26-10-2021 26/10/2021	Sign. & Date	28 OCT 2021 SOHAM MODI MANAGING DIRECTOR

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