

(E) Locked

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/4/22		Prepared by: Prabhakar		Serial no. 3010	
Supplier name: AAB Engineering				HO inward no.	
Firm/Company: SOV		Project: SOV		HO received date	
PO/WO date: 24/08/21		PO/WO No. 79949		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	94	28/08/21	1947/-	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1947/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	105861		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:				1947/-	
Amount E – PO / WO value:				1947/-	
Amount F – Difference (A – E):				-	
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		18/4/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
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.

Tax Invoice

A A B ENGINEERING Door No 101/b Bansilalpet Near Bible House Rp Road Secunderabad GSTIN/UIN: 36CMRPS1089L1Z4 State Name : Telangana, Code : 36 Contact : 9959777886,9030000071 E-Mail : aabengineering@gmail.com www.aabengineering.co.in	Invoice No.	Dated
	94	28-Aug-2021
	Delivery Note	Mode/Terms of Payment
		Online
Buyer Silver Oak Villas LLP 5-4-187/3 & 4, IInd Floor, M.G. Road, Secunderabad. GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36	Supplier's Ref.	Other Reference(s)
	Buyer's Order No.	Dated
	79949	24-Aug-2021
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Person	Secunderabad
Terms of Delivery		
Immediately		

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Slump Cone Test Appartus	9024	1.0 NOS	1,650.00	NOS	1,650.00
	CGST@9%				9 %	148.50
	SGST@9%				9 %	148.50
Total			1.0 NOS			₹ 1,947.00

Amount Chargeable (in words)

E. & O.E

INR One Thousand Nine Hundred Forty Seven Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
9024	1,650.00	9%	148.50	9%	148.50	297.00
Total	1,650.00		148.50		148.50	297.00

Tax Amount (in words) : **INR Two Hundred Ninety Seven Only**

Company's PAN : **CMRPS1089L**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : **SBI ACCOUNT**

A/c No. : **31481336850**

Branch & IFS Code : **BIBLE HOUSE & SBIN0002788**

for A A B ENGINEERING
 Authorised Signatory

This is a Computer Generated Invoice



Handwritten signature and date: 28/08/2021

Tax Invoice

A A B ENGINEERING Door No 101/b Banallalpet Near Bible House Rp Road Secunderabad GSTIN/UIN: 36CMRPS1009L1Z4 State Name: Telangana, Code: 36 Contact: 9959777000, 9030000071 E-Mail: aabengineering@gmail.com www.aabengineering.co.in		Invoice No. 94 Delivery Note Supplier's Ref.	Dated 28-Aug-2021 Mode/Terms of Payment Online Other Reference(s)
Buyer Silver Oak Villas LLP 5-4-187/3 & 4, IInd Floor, M.G. Road, Secunderabad. GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36		Buyer's Order No. 79949 Despatch Document No.	Dated 24-Aug-2021 Delivery Note Date
		Despatched through Person	Destination Secunderabad
		Terms of Delivery Immediately	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Slump Cone Test Apparatus	9024	1.0 NOS	1,650.00	NOS	1,650.00
	CGST@9%			9 %		148.50
	SGST@9%			9 %		148.50
Total			1.0 NOS			₹ 1,947.00

INWARD WITH TIME:	
Inward No: 1949	Dr: 5/4/22
MRN No: 105861	Dr: 8/4/22
Received By:	Sign:
SILVER OAK VILLAS PART-III	

Amount Chargeable (in words)

INR One Thousand Nine Hundred Forty Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9024	1,650.00	8%	148.50	9%	148.50	297.00
Total	1,650.00		148.50		148.50	297.00

Tax Amount (in words) : INR Two Hundred Ninety Seven Only

Company's PAN : CMRPS1009L

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : SBI ACCOUNT

A/c No. : 31481338850

Branch & IFS Code : BIBLE HOUSE & SBIN0002788



Authorized Signatory

This is a Computer Generated Invoice

28/08/2021

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	79949			PO date:	
Req. no.:	183642			Req. date:	
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:					
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
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:					
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
Action taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SSSLP for material supplied.				
☒	Get proof of delivery from site.				
☒	Barcoded PO missing – get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO		☐	Keep PO open. Material awaited	
☒	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☒	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
Remarks: To send for audit 16/3. 2					
Prepared by					
Sign					
Date 26/3/22					

Sir,
This is slumpcone test apparatus, this doesn't come under computer/peripherals
Sf
9/3/22