PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/22	Prepared by	Manu	Serial no.	L. 3589
Supplier name	Ganesh Tube Traders			HO inward no.	
Firm/Company	MRPLhp	Project	NGH	HO received date	
PO/WO date	7/1/22	PO/WO No.	84304	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	613	17/1/22	590/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	590/-

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

MRN nos.:	102479	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:	590/-
Amount E – PO / WO value:	590/-
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	2/5/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	28/4/22				
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.:	84804	PO date:	7/01/22	Req. no.:	181815	Advice Scan ID	
MRN nos. related to PO							
☐	Part material received.						
☑	Full material received.						
☐	Material not received.						
☐	Close PO – Balance material will be re-ordered by new requisition.						
☐	Cancel PO. Material not required.						
☐	Cancel PO. Material will be re-ordered by new requisition.						
☐	Keep PO open. Material required.						
☐	Keep PO open. Work under progress.						
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
Shravani		05/04/22	G. Vijay Raj		5/4/22

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:			
☑	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP 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.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

GANESH TUBE TRADERS

TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor Clair

Bill To :	
MODI REALITY POCHARAM LLP 5-4-183/3&4, IInd FLOOR , SOHAM MANSION, MG ROAD, SECUNDERABAD 36ABIFM1836H1Z7 Telangana	Invoice No. : **613** Ref. No. : **84304** Invoice Date : **17-Jan-2022** Destination :
Ship To : **MODI REALITY POCHARAM LLP** 5-4-183/3&4, IInd FLOOR , SOHAM MANSION, MG ROAD, SECUNDERABAD 36ABIFM1836H1Z7 Telangana	Vehicle No. : E-way Bill No : Despatch From :

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**LAPPAM PATTI** 4"	391723	18 %	**20 NO**	25.00	NO		**500.00**
	CGST							**45.00**
	SGST							**45.00**
					Total:			**590.00**

INWARD
Inward No: 0875 Dt: 20/01/22
MRN No: 102479 Dt: 20/01/22
Received By: Bhola Sign:
NILGIRI HEIGHTS

Total Amount In Words: **INR Five Hundred Ninety Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
391723	500.00	9%	45.00	9%	45.00	90.00
Total	**500.00**		**45.00**		**45.00**	**90.00**

Tax Amount (in words) : **INR Ninety Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

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

For GANESH TUBE TRADERS

Authorised Signatory

5-2-270, PLOT NO. 29, HYDERBASTI, RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

Purchase Order

84304
08.01.22 11:42:53

'age(s) 1 Of 1   07-01-2022 16:14:43

'om Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Ganesh Tube Traders	**Doc No**	84304	181815
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	07-01-2022	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	07-12-2021	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6560 - Paints - Lappam Patti - 4 In - nos	20.00	25.00	0.00	18.00	590.00
					Total Order Value . . .	**590.00**

Rupees : Five Hundred Ninty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Entrance Arch Gate and Curb stone finishing purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For *Modi Realty Pocharam LLP*

Authorised Signatory

10/01/2022

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Ganesh Tube Traders*

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP		Date:	07-01-2022
Site & Phase :	Niligiri Heights		Time:	12:30
Supplier:			Req. No.	181815
Material required before date:		09.01.22	ID No.	72736

No	Description	Size	Quantity	Units	Inward No	Date
1	**Lappum Patti** 84304	**4"**	20	No's		
2	Sponges		24	No's		
3	Bombay Brooms	Small	24	No's		
4						
5						
6						
7						
8						
9						
10						

Remarks: For Entrance Arch Gate and Curbstone finishng Purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	07.01.2022	Sign. & Date	

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