PURCHASE DIVISION

Advice for approval for credit to supplier

Date	7/05/22	Prepared by	Vanajarshi	Serial no.	3787
Supplier name	Shubam Enterprises			HO inward no.	
Firm/Company	MFMLLP	Project	GIMR	HO received date	
PO/WO date	23/02/22	PO/WO No.	85831	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SE/21-22/3018	24/03/22	8,449/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	8,449/-

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

MRN nos.:	105358	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:	8,449/-
Amount E – PO / WO value:	9,157/-
Amount F – Difference (A – E):	708/-

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	16/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajarshi				
Sign:	[signature]				
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.:		PO date:		Req. no.:		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

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: PO ands bills are not matching, Supplier has raised two different bills with Same bill. no. Pur Dept pls verify these bills

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
Rajyalaxmi		6/5			

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

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
: 66568151
: 29308151

SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/3018 **Date :** 24-Mar-22 P.O. No. : 85831 // 192862 Date : 24-Mar-22

Reverse Charge (Y/N) : No D.C. No. : BY OWN Date : 24-Mar-22

State : Telangana State Code : 36 Vehicle No. : E-Way Bill No. : 1514 5287 4795

Bill to Party :	Ship to Party :
MODI REALITY (MALLAPUR) LLP 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State: Telangana(36) **GSTIN No.: 36AAEFM1459R1ZP**	**MODI REALITY (MALLAPUR) LLP** 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State: Telangana(36) **GSTIN No.: 36AAEFM1459R1ZP**

	DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
1	25MMS SUDHAKAR 25 ISI MEDIUM PVC PIPE BLACK / GREY	39172310	50.00 NOS.	106.00	5,300.00
2	254 SUDHAKAR 25MM PVC JUNCTION BOX 4WAY	39174000	30.00 NOS.	32.00	960.00
3	25MM BASE SADDLES	73071110	3.00 NOS.	300.00	900.00
					7,160.00
	CGST TAX 9 %				644.40
	SGST TAX 9%				644.40
	ROUNDED				0.20
					8,449.00

MODI PROPERTIES PVT. LTD. INWARD No. 3-18 Date 2/4/22 Sign. SEC

SUMMIT SALES LLP INWARD No: 92690 Date: 26/3 Sign: R.R. DIST.

Indian Rupees Eight Thousand Four Hundred Forty Nine Only

Despatched Through :

Destination :

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. **Cheque return Charges Rs. 500/-**
5. Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

SHUBHAM ENTERPRISES SEC'BAD

Purchase Order

Page(s) 1 Of 1   24-04-2022 1:42:36 PM   Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

040-66318150/23468151   6656-8151..
9849153774

Doc No	85831	192862
Doc Date	23-02-2022	
Quote No	NIL	
Quote Date	21-02-2022	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos *PVC Pipe (FRLS)-1"*	50.00	106.00	0.00	18.00	6,254.00
2	4777 - Electrical - conducting - Junction Box - 25mm - nos	30.00	32.00	0.00	18.00	1,132.80
3	4517 - Electrical - other - Base saddle - 25mm - nos *rate per box- 300 each box 70nos*	5.00	300.00	0.00	18.00	1,770.00
				Total Order Value . . .		**9,156.80**

Rupees : Nine Thousand One Hundred Fifty Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Sudhkhar brand
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Next day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Order for A and B block fire alarm purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Prices shall remain fixed(Subject to change in GST) for a period of 4 months.

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

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Shubham Enterprises*

Name : ____________   Name : ____________   Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	21.02.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192862
Material required before date:	URGENT	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC pipes (FRLS)	1"	50	NO'S		
2.	PVC junction box	1"	30	No's		
3.	Base sadiles	1"	200	No's		
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For A&B block fire alarm work purpose at GMR site .

Prepared By	A.janaki	Approved by	
Sign.& Date	21.02.22	Sign. & Date	

Note:

21-FEB-2022

86294

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
: 66568151
: 29308151

SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/3019 Date : 24-Mar-22
Reverse Charge (Y/N) : No
State : Telangana State Code : 36

P.O. No. : Date :
D.C. No. : BY OWN Date : 24-Mar-22
Vehicle No. : E-Way Bill No. :

Bill to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)
GSTIN No.: 36AAEFM1459R1ZP

Ship to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)
GSTIN No.: 36AAEFM1459R1ZP

	DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
1	10 X 12 FOLDING BOX	85381010	10.00 NOS.	210.00	2,100.00
2	16 AMPS POWER PLUG	85361010	30.00 NOS.	180.00	5,400.00
					7,500.00
	CGST TAX 9 %				675.00
	SGST TAX 9%				675.00
					8,850.00

Jeetho
TS104B
3/22
M.Shekar
9000778912
24/03/22

SUMMIT SALES LLP
IN WARD
No: 92690
Date: 26/3
Sign:
R.R. DIST.

MODI REALTY MALLAPUR LLP
No 7981 Dt 24/03/22
No 105358 Dt 25/3/22
Received By ... Sign ... 24/03/22

Indian Rupees Eight Thousand Eight Hundred Fifty Only
Despatched Through :
Destination :

SUDHAKAR PIPES AND FITTINGS | Honeywell THE POWER OF CONNECTED | norisys® | AKG | Bharat M.S. Pipes | HAVELLS | MODIS CASING 'N' CAPPING | CONDUIT PIPES TRUNKINGS | TAPES | FLEX FIT

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. Cheque return Charges Rs. 500/-
5. Bank Details : PUNJAB NATIONAL BANK, Account No. : 3631001600000013
IFS Code : PUNB0363100

E.&O.E.

For SHUBHAM ENTERPRISES
SHUBHAM ENTERPRISES SEC'BAD