PURCHASE DIVISION

Advice for approval for credit to supplier

F

Date:	08/05/22	Prepared by	Ramya	Serial no.	3696
Supplier name	G.P. Buildcon material			HO inward no.	
Firm/Company	MPL	Project	Mr. SM.	HO received date	
PO/WO date	17/06/21 ~~[illegible]~~	PO/WO No.	77724 ~~[illegible]~~	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GP/21-22/150	18/06/21	19,765/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	19,765

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:	19,765
Amount E – PO / WO value:	19,635/-
Amount F – Difference (A – E):	130/-
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:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	08/05/22				
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: Greens Towers / MLS					
PO no.: 77724	PO date: 17-Jul-2021	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: Material Received at site, PO can be closed.					
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
Meenakshi	Meenakshi	11-04-22	–	–	–

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

7/4

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

G.P. BUILDCON MATERIALS G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com	Invoice No. **GP/21-22/150**	Dated **18-Jun-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Modi Properties Pvt Ltd** Plot No 280 Road No 25 Opp to Spicy Venue Restaurent Jhills Hyd-37 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. **77724**	Dated **17-Jun-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through **By Hand-Direct**	Destination **Plot No280,Jhills**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**GSA 1300 PCE** *Reciprocatingsaw -BOSCH* *SLNO:*	84672200	**1 NOS**	15,750.00	NOS	**15,750.00**
2	**JIGSAW WOOD BLADES-S1531L**	8207	**5 NOS**	200.00	NOS	**1,000.00**
						16,750.00
	CGST @ 9 %			*9*	%	**1,507.50**
	SGST @ 9 %			*9*	%	**1,507.50**
	Total		**6 NOS**			**₹ 19,765.00**

Duplicate bill given by supplier.
Not accounted in BOA.
Check if approved earlier in M-codex.
Approve bill only after cross check.

Amount Chargeable (in words) *E. & O.E*

INR Nineteen Thousand Seven Hundred Sixty Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
84672200	15,750.00	9%	1,417.50	9%	1,417.50	2,835.00
8207	1,000.00	9%	90.00	9%	90.00	180.00
Total	**16,750.00**		**1,507.50**		**1,507.50**	**3,015.00**

Tax Amount (in words) : **INR Three Thousand Fifteen Only**

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

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

for G.P. BUILDCON MATERIALS

G.P. BUILDCON MATERIALS SEC'BAD

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 11-04-2022 12:01:09 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
G.P.Buildcon materials flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc No**	77724	182916
	Doc Date	17-06-2021	
	Quote No	Nil	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	17-06-2021	
9866116375	**SupplyType**	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5020 - Equipment - machinery - Chipping Machine - NA - nos *Resiprocating saw*	1.00	15,750.00	0.00	18.00	18,585.00
2	9550 - Tools - Machine Blade - other - nos *Pack of 5*	1.00	1,000.00	0.00	5.00	1,050.00
					Total Order Value . . .	**19,635.00**

Rupees : Ninteen Thousand Six Hundred Thirty Five Only.

Terms and Conditions :-

Specification / Brand	Item shall be of 'BOSCH MAKE, model no-GSA 1300
Payment Terms	After Delivery & Production of bill
Tax	Included
Delivery Date	Two days
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 year from date of purchase against any mfg. defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site work, as per the instructions of MD orally, Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Umakanth
Sign: Umakanth
Date: 02/05/22

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt. Ltd.	Date:	17.06.2021
Site & Phase :	Mr. Soham Modi	Time:	10:57
Supplier		Req.No.	182916
Material required before date:		ID No.	66743

No	Description	Size	Quantity	Units	Inward No	Date
1.	~~Chipping machine~~		~~1~~	~~Nos~~		
2.	Machine blade		1	pack		

Remarks: For stock replenishig purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	17-06-21	Sign. & Date	

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