E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/05/22	Prepared by	Ramya	Serial no.	3703
Supplier name	Dilpreet Tubes Pvt LTD.			HO inward no.	
Firm/Company	MCS	Project	Green Tower	HO received date	
PO/WO date	4/10/21	PO/WO No.	81290	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	663	6/10/21	9,464/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	9,464/-
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:	9,464/-
Amount E – PO / WO value:	11,229/-
Amount F – Difference (A – E):	1,765/-
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:	[signature]				
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 Tower / MS					
PO no.: 21290	PO date: 06/Oct/21	Req. no.: 6		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	[signature]	08-04-22			

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:

Dr Balance in this A/c Rs-9464/-

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
G.Paramesh	G. Paramesh	21/04/22			

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
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Subject to Hyderabad Jurisdiction Only.

TAX INVOICE (ORIGINAL FOR RECIPIENT)

DILPREET TUBES PVT. LTD.

Regd. Office & Factory: Plot # 8, Road # 5, IDA Nacharam, Hyderabad - 500 076.
Telephone: 040-27177358, Fax: 040-27170988
E-Mail: dilpreet_tubes@rediffmail.com, harimehta15@gmail.com

ISO 9001:2015

CIN : **U27109TG2002PTC039529**	Invoice No. : **663**
GSTIN : **36AABCD6242R1Z8**	Invoice Date : **6-Oct-2021**
PAN : **AABCD6242R**	E-Way Bill No. :
State Name: **TELANGANA., Code: 36**	

Name and Address of Buyer	Order No.: **81290**	Date: **4-10-2021**
MODY CONSULTANCY SERVICES 5-4-187/3&4, II FLOOR, MG ROAD, SECUNDERABAD-500003 SITE: BEGUMPET MANI ROAD, OPP HYDERABAD PUBLIC SCHOOL, HYDERABAD, TELANGANA.	L R No. :	Date:
GSTIN : **36AAXFM0733F1Z4**	Vehicle No.: **TS 08 UE 2617**	
State Name: **Telangana** State Code: **36**	Delivery At:	

Sl No.	Description of Goods	HSN Code	Packages Bundles	Total Qty in M. T.	Assess. Val per M. T.	Assessable Value
1	STEEL TUBES	73069011	LOOSE	0.090 M\T	78,000.00	7,020.00
						7,020.00
	FREIGHT Collection / Loading Charges					1,000.00
	CGST Output @ 9%					722.00
	SGST Output @ 9%					722.00
						9,464.00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 9189 Date: 7/3/24 Sign:

E & O E

Total Invoice Value in Words
Indian Rupees Nine Thousand Four Hundred Sixty Four Only.

Narration:

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73069011	7,020.00	9%	631.98	9%	631.98	1,263.96
	1,000.00	9%	90.02	9%	90.02	180.04
Total	**8,020.00**		**722.00**		**722.00**	**1,444.00**

Tax Amount (in words) : **Indian Rupees One Thousand Four Hundred Forty Four Only**

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

Our Bank Details

Bank Name : **Axis Bank Ltd.**
Bank A/c No. : **917030062563088**
Bank Branch : **Corprate Banking Hyderabad. IFSCode:UTIB0001634**

For Dilpreet Tubes Pvt. Ltd.

DILPREET TUBES PVT. LTD. Hyderabad

Receiver's Signature | Prepared By | Authourised Signatory

Purchase Order

 11-04-2022 12:36:21 Original / Office Copy / Purchase Div.Copy

From Company :	**Mody Consultancy Services** 5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003. G S T No. :

Supplier Details			
Dilpreet Tubes Plot #8, IDA Nacharam, Hyderabad-76.	**Doc No**	81290	183215
	Doc Date	04-10-2021	
GSTIN 36AABCD6242R1Z8 23225792/27170988	**Quote No**	Nil	
65226846,kunalbatsh88@gmail.com 9949170500	**Quote Date**	04-10-2021	
	SupplyType	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8069 - Steel - other - MS Round Pipe - other - kgs *C class - 150mm - 01 length*	122.00	78.00	0.00	18.00	11,228.88
					Total Order Value . . .	**11,228.88**

Rupees : Eleven Thousand Two Hundred Twenty Eight and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	Items shall be of ISI brand. shall be of 122kgs approx. weight per each length - 20'. weighment slip must be attached.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weightment at site. Above order for Greens Tower fire pipe replacement purpose.
Completion Date	Nil
Measurment	NA
Security	Nil
Remarks	Nil

Bill Not received yet

Books of accounts verified and no bills wrt this PO were received by accounts
Name: G. Paramesh
Sign: G. Paramesh
Date: 02/05/2022

For ***Mody Consultancy Services***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Dilpreet Tubes***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MCS	Date:	04-10-2021
Site & Phase :	Green towers	Time:	10:57
Supplier		Req.No.	183215
Material required before date:		ID No.	69893

No	Description	Size	Quantity	Units	Inward No	Date
1.	MS Round Pipe c class		120	kgs		
2.						

Remarks: For stock replenishig purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	04.10.2021	Sign. & Date	

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