

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		10/5/22		Prepared by	kavitha	Serial no.	3956
Supplier name		Serr SFS Hardware				HO inward no.	
Firm/Company		MRGV		Project	MRGV	HO received date	
PO/WO date		14/2/22		PO/WO No.	85518	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	427		15/2/22		14,160/-	☒ Yes ☐ No	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						14,160/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	103844				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:						14,160/-	
Amount E – PO / WO value:						14,160/-	
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				16/05/22			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager		
Name:	kavitha						
Sign:	10/5/22						
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 weightment 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.:	85518	PO date:	14-02-2022	Req. no.:	95060
MRN nos. related to PO		Advice Scan ID			
☐	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: 100% material Received. Invoice attached.					
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
P. L. Sethi	[Signature]	07-04-2022	Syed Saadwar	[Signature]	07-04-2022
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 SSLP 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

GST INVOICE**SFS HARDWARE**

#30-26 3rd FLOOR PLOT NO 36
BURHANI HOUSING SOCIETY RTC COLONY
TRIMULGHEERY HYDERABAD 500-015
Mobile : 9550505717
Company's GSTIN: 36BJJPG3515K1Z6

Invoice No : 427

Delivery challan no :

Dated : 15-02-2022

Dated :

PO NO : 85518 - 95060

PO Date : 14-02-2022

Buyer:**M/s. MODI REALTY GENOME VALLEY LLP**

5-4-187/3 & 4, II FLOOR, MG ROAD
SECUNDERABAD - 500003

Buyer's GSTIN : 36ABFFM3063P1ZU**Despatched Through :****BY HAND / DRIVER**

Despatched Date :

15-02-22

State Code: 36

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	ANCHOR BOLT (PIN TYPE) 06 X 50 MM	7318	100.00 NOS	6.00	18.00%	600.00
2	REVOLVING COUPLERS - SIZE : 60 X 40 MM	7308	100.00 NOS	114.00	18.00%	11,400.00
TRANSPORTATION CHARGES :						0.00
TOTAL :						12,000.00
Total Tax Amount: 2160.00					CGST @ 9 %	1,080.00
					SGST @ 9 %	1,080.00
					Round off	0.00
Grand Total						14,160.00

Amount Chargeable (in words)

Rs: FOURTEEN THOUSAND ONE HUNDRED AND SIXTY ONLY**Company's Bank Details**

Current A/c No : 3719725147
Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Jurisdiction.

For SFS HARDWARE**Authorised Signatory**

Purchase Order

Page(s) 1 Of 1

06-04-2022 18:28:36

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

SFS Hardware
30-26, III Floor, Plot no 36, Burhani Housing Society, RTC
Colony, Tirumulgery, Secunderabad-15

GSTIN 36BJJPG3515K1Z6

9550505717

Doc No	85518	95060
Doc Date	14-02-2022	
Quote No	NIL	
Quote Date	14-02-2022	
SupplyType	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2048 - Carpentry - hardware - Anchor Bolt (pin type) - 6mm - nos 6MM X 50MM	100.00	6.00	0.00	18.00	708.00
2 7329 - Plumbing - GI - Clamp - other - nos Revolving Couplers 40 x 60	100.00	114.00	0.00	18.00	13,452.00
Total Order Value . . .					14,160.00

Rupees : Fourteen Thousand One Hundred Sixty 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 Day.
Delivery Location Bloomdale Residency at Genome Valley
Murharipalli, servey no-31 & 32
Phone. Madhu Site Engineer - 9502211499
Penalty For Delay Nil
Transportation Transport cost shall be borne by us.
Warranty Nil
Advance Paid NIL
Other Terms Payment will be made only after inspection of material. Above material for safety net tying purpose.
Completion Date NA
Measurment Nil
Security Nil
Remarks

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:

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **SFS Hardware**

Date : _/_/_

Name : _____

Name : _____

Books of accounts verified and no bills with this list were received by accounts	
Name	
Signature	
Date	

GST INVOICE

SFS HARDWARE #30-26 3rd FLOOR PLOT NO 36 HURHANI HOUSING SOCIETY RTC COLONY TRIMULGHEERY HYDERABAD 500-015 Mobile : 9550505717 Company's GSTIN: 36BJJPG3515K1Z6	Invoice No : 427 Delivery challan no :	Dated : 15-02-2022 Dated :
	PO NO : 85518 - 95060 PO Date : 14-02-2022	
	Despatched Through : Despatched Date :	BY HAND / DRIVER 15-02-22
Buyer: M/s. MODI REALTY GENOME VALLEY LLP 5-4-187/3 & 4, II FLOOR, MG ROAD SECUNDERABAD - 500003 Buyer's GSTIN : 36ABFFM3063P1ZU	State Code: 36	

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TOTAL :						12,000.00
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Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated invoice / Subject to Secunderabad Jurisdiction.

INWARD	
Inward No: 1710	Dt: 16/2/22
MRN No: 103844	Dt: 17/2/22
Received By:	Sign: [Signature]
MODI REALTY GENOME VALLEY LLP	

For SFS HARDWARE

Authorised Signatory

