PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/05/22	Prepared by	Ramya	Serial no.	3702
Supplier name	Praful Sanitary			HO inward no.	
Firm/Company	M&S	Project	H.O	HO received date	
PO/WO date	03/1/22	PO/WO No.	84140	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS/21-22/912 → scan ID no. 95095	5/01/22	71,163/- (completed)	☑ Yes ☐ No
2.	PS/21-22/931	10/1/22	5,924/-	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	77,087/-
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:	77,087/-
Amount E – PO / WO value:	71,163/-
Amount F – Difference (A – E):	5,951
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	APPROVED			
Sign:	[signature]	[signature]			
Date	08/05/22	13 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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: HO.							
PO no.:	64140.	PO date:	5/01/22	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 Recived 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
Menaka .N	[signature]	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	71,163/- on or 21/02/22

Remarks by Accountants:
5924.Rs Bill NO-PS/21-22/931 Not receivd yet.

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

GST INVOICE

(DUPLICATE FOR TRANSPORTER)

Praful Sanitary
3-6-429/6,SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Buyer (Bill to)
Modi Consultancy Services
5-4-187/3 & 4, IInd Floor
M.G.Road, Secunderabad.
GSTIN/UIN : 36AAXFM0733F1Z4
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
PS/21-22/ 912	171420534872	5-Jan-22
Delivery Note: Invoice		
Reference No. & Date.		Other References: Credit
Buyer's Order No.: 84140		Dated: 4-Jan-22
Dispatch Doc No.: Invoice		Delivery Note Date: 5-Jan-22
Dispatched through: Self		Destination: Ramky Selenium
Bill of Lading/LR-RR No.		Motor Vehicle No.: TS10UA9758

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**CP Urinal Push Cock**	8481	18 %	**14 No:**	1,746.00	No:		**24,444.00**
2	**Senso Urinal Elect Sensor Circuit**	8473	18 %	**5 No:**	5,600.00	No:		**28,000.00**
3	**CP Urinal Flush Valve**	8481	18 %	**4 No:**	1,966.00	No:		**7,864.00**
								60,308.00
	Output CGST							**5,427.72**
	Output SGST							**5,427.72**
	Less : ***ROUNDING OFF***							**(-)0.44**
	Total			**23 No:**				**₹ 71,163.00**

Matl Received
05/01/22

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 89764
Date: 18/01
Sign:

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

Indian Rupees Seventy One Thousand One Hundred Sixty Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8481	32,308.00	9%	2,907.72	9%	2,907.72	5,815.44
8473	28,000.00	9%	2,520.00	9%	2,520.00	5,040.00
99		9%		9%		
99		14%		14%		
Total	**60,308.00**		**5,427.72**		**5,427.72**	**10,855.44**

Tax Amount (in words) : **Indian Rupees Ten Thousand Eight Hundred Fifty Five and Forty Four paise Only**

PRAFUL SANITARY
HIMAYATNAGAR
HYDERABAD-29.

Company's PAN : **ACWPG4864A**

for Praful Sanitary

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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

e-Way Bill

E-Way Bill No:	**1714 2053 4872**
E-Way Bill Date:	**05/01/2022 12:19 PM**
Generated By:	**36ACW PG486 4A1ZG - ASHISH GUPTA**
Valid From:	**05/01/2022 12:19 PM [5Kms]**
Valid Until:	**06/01/2022**

Part - A

GSTIN of Supplier	**36ACWPG4864A1ZG,PRAFUL SANITARY**
Place of Dispatch	**Himayat Nagar,TELANGANA-500029**
GSTIN of Recipient	**URP ,Modi Consultancy Services**
Place of Delivery	**Secunderabad,TELANGANA-500003**
Document No.	**PS/21-22/912**
Document Date	**05/01/2022**
Transaction Type:	**Regular**
Value of Goods	` 71163.44
HSN Code	**8481 - WARE**
Reason for Transportation	**Outward - Supply**
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	TS10UA9758	Himayat Nagar	05/01/2022 12:19 PM	36ACWPG4864A1ZG	-	-

171420534872

GST INVOICE

(ORIGINAL FOR RECIPIENT)

Praful Sanitary
3-6-429/6,SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Invoice No. **PS/21-22/ 931**	Dated **10-Jan-22**
Delivery Note **Invoice**	
Reference No. & Date.	Other References **Mr. Prabhakar (Mail)**
Buyer's Order No. **84140**	Dated **10-Jan-22**
Dispatch Doc No. **Invoice**	Delivery Note Date **10-Jan-22**
Dispatched through **Mr. Vijay**	Destination **Ramky Selenium**

Buyer (Bill to)
Modi Consultancy Services
5-4-187/3 & 4, IInd Floor
M.G.Road, Secunderabad.
State Name : Telangana, Code : 36

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Concealed Divertor Body**	8481	18 %	**4 No:**	1,255.00	No:		**5,020.00**
	Output CGST							**451.80**
	Output SGST							**451.80**
	ROUNDING OFF							**0.40**
	Total			**4 No:**				**₹ 5,924.00**

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 318 Date 14/1/22 Sign

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

Indian Rupees Five Thousand Nine Hundred Twenty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8481	5,020.00	9%	451.80	9%	451.80	903.60
99		9%		9%		
99		14%		14%		
Total	**5,020.00**		**451.80**		**451.80**	**903.60**

Tax Amount (in words) : **Indian Rupees Nine Hundred Three and Sixty paise Only**

PRAFUL SANITARY HIMAYATNAGAR HYDERABAD

Company's PAN : **ACWPG4864A**

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

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

SUMMIT SALES LLP R.R. DIST. IN WARD No: 5972S Date: 17/01 Sign:

Purchase Order

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

From Company : **Modi Consultancy Service**
5-4-187/3&4,II Floor,M.G.Road, Secunderabad.500003.
G S T No. : 36AAXFM0733F1Z4

Supplier Details			
Praful Sanitary	**Doc No**	84140	183334
3-6-138/5, Himayat Nagar, Hyderabad.	**Doc Date**	03-01-2022	
	Quote No	Nil	
GSTIN 36ACWPG864A1ZG 40077300	**Quote Date**	03-01-2022	
65526886. 9849624797	**SupplyType**	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7044 - Plumbing - CP - Urinal Push Cock - NA - nos	14.00	1,746.00	0.00	18.00	28,843.92
2	7316 - Plumbing - sanitary - Urinal Sensors - NA - nos	5.00	5,600.00	0.00	18.00	33,040.00
3	7436 - Plumbing - sanitary - Flush Plate - NA - nos *Flush cock*	4.00	1,966.00	0.00	18.00	9,279.52
				Total Order Value . . .		**71,163.44**

Rupees : Seventy One Thousand One Hundred Sixty Three and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand All items ,Jaguar brand

Payment Terms After Delivery & Production of bill

Tax GST included in the above prices

Delivery Date Within 7 days

Delivery Location Ramky Selenium
Ramky Selenium
Phone. .

Penality For Delay Nil

Transportation Cost Nil

Warranty 10 years on CP fittings

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, Above order is for Ramky Selenium purpose

Completion Date Nil

Measurment Nil

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.'

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 *Modi Consultancy Service*
Authorised Signatory

Accepted the above Terms And Conditions
For *Praful Sanitary*

Name : ________ Name : ________ Date : __/__/____

GST INVOICE *(DUPLICATE FOR TRANSPORTER)*

Praful Sanitary 3-6-429/6,SRI SAI TOWER, St.No.4 HIMAYAT NAGAR HYDERABAD GSTIN/UIN: 36ACWPG4864A1ZG State Name : Telangana, Code : 36 E-Mail : prafulsanitary@gmail.com	Invoice No. **PS/21-22/ 931**	Dated **10-Jan-22**
	Delivery Note **Invoice**	
	Reference No. & Date.	Other References **Mr. Prabhakar (Mail)**
Buyer (Bill to) **Modi Consultancy Services** 5-4-187/3 & 4, IInd Floor M.G.Road, Secunderabad. State Name : Telangana, Code : 36	Buyer's Order No. **84140**	Dated **10-Jan-22**
	Dispatch Doc No. **Invoice**	Delivery Note Date **10-Jan-22**
	Dispatched through **Mr. Vijay**	Destination **Ramky Selenium**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Concealed Divertor Body**	8481	18 %	**4 No:**	1,255.00	No:		**5,020.00**
	Output CGST							**451.80**
	Output SGST							**451.80**
	ROUNDING OFF							**0.40**
	Total			**4 No:**				**₹ 5,924.00**

D. Vijay
9959622548

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

Indian Rupees Five Thousand Nine Hundred Twenty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8481	5,020.00	9%	451.80	9%	451.80	903.60
99		9%		9%		
99		14%		14%		
Total	**5,020.00**		**451.80**		**451.80**	**903.60**

Tax Amount (in words) : **Indian Rupees Nine Hundred Three and Sixty paise Only**

PRAFUL SANITARY HIMAYATNAGAR HYDERABAD

Company's PAN : **ACWPG4864A**

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

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Material Received.
10/01/22

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89728
Date: 17/01
Sign:

Requisition Form

Company Name:	MCS.	Date:	03.01.2022
Site & Phase :	Head office	Time:	10:57
Supplier		Req.No.	183334
Material required before date:		ID No.	T2248

No	Description	Size	Quantity	Units	Inward No	Date
1.	~~Urinals Push Cock~~		~~14~~	~~Nos~~		
2.	Urinals sensors		5	Nos		
3.	Flush plate (flush cock)		4	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	03.01.2022	Sign. & Date	

APPROVED
13 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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