

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date: 07/06/22		Prepared by: Ramya		Serial no. 4921	
Supplier name: SM Complex		Project: S.M. Complex		HO inward no.	
Firm/Company: MPPL		PO/WO date: 03/03/21		HO received date	
PO/WO No. 75347		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	C 3113	03/03/21	2026782/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				21,782/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:			Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				21,782/-	
Amount E – PO / WO value:				21,782/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received		
Close PO / WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other		
Payment – due date			13/06/22		
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ramya	P. Prabhakar			
Sign:	<i>Ramya</i>	<i>P. Prabhakar</i>			
Date	07/06/22				
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 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: <u>SM complex</u>					
PO no.:	<u>75347</u>	PO date:	<u>03-03-2021</u>	Req. no.:	<u>182648</u>
MRN nos. related to PO		Advice Scan ID			
<input type="checkbox"/>	Part material received.				
<input checked="" type="checkbox"/>	Full material received.				
<input type="checkbox"/>	Material not received.				
<input type="checkbox"/>	Close PO – Balance material will be re-ordered by new requisition.				
<input type="checkbox"/>	Cancel PO. Material not required.				
<input type="checkbox"/>	Cancel PO. Material will be re-ordered by new requisition.				
<input type="checkbox"/>	Keep PO open. Material required.				
<input type="checkbox"/>	Keep PO open. Work under progress.				
Remarks by engineer: <u>Material received at site PO can be closed.</u>					
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
<u>Meharaj</u>	<u>[Signature]</u>	<u>01/04/22</u>	-	-	-
Data required from accounts:					
<input type="checkbox"/>	Checked with E&D for receipt of bills.				
<input type="checkbox"/>	Bills not received against this PO.				
<input type="checkbox"/>	Part bill received against this PO.	Bill nos.			
<input type="checkbox"/>	All bills received against this PO.				
<input type="checkbox"/>	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:					
<input checked="" type="checkbox"/>	Get certified bill from supplier (not original).				
<input checked="" type="checkbox"/>	Prepare bill in SSSLP for material supplied.				
<input checked="" type="checkbox"/>	Get proof of delivery from site.				
<input checked="" type="checkbox"/>	Barcoded PO missing – get certified copy from Accounts.				
<input checked="" type="checkbox"/>	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/>	Keep PO open. Material awaited		
<input checked="" type="checkbox"/>	Send barcoded PO to MDs desk. PO to be closed thereafter.				
<input checked="" type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
<input checked="" type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
<input checked="" type="checkbox"/>	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.				
<input type="checkbox"/>	E&D to check receipt of bill and enter comments below.				
<input type="checkbox"/>	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

(See Rule US-31 of CGST ACT read with Rule 1 of Invoice, Debit & Credit Note Rule.)

SHRI GANESH PUMPS & MACHINERY CENTRE

5-2-174/2, RASHTRAPATI ROAD ✓

SECUNDERABAD-500003 TEL 040-27540090, 6300759590

Phone: Email : sgpmc@live.com

182648

Serial No. of Invoice : C3113
 Date of Invoice : 03/03/2021
 Date & Time of Supply :
 GST Registration No. : 36AAHFS8926LIZI
 State : Telangana
 State Code : TS 36
 D.C. No : 75347
 P.O No. :
 P.O Date :
 Despatch Through :
 Date : 03-03-2021

Details of Receiver (Billed to) :
 MODI PROPERTIES PRIVATE LIMITED
 5-4-187/3&4, 2ND FLOOR,
 M.G ROAD, SEC'BAD-500003
 MOB-9502211011
 State : Telangana
 State Code : 36
 GSTIN/Unique ID : 36AABCM4761E1ZM

Details of Consignee (Shipped to) :
 MODI PROPERTIES PVT. LTD
 S M MODI COMPLEX
 RANIGUNG, SEC'BAD.
 State : Telangana
 State Code : 36
 GSTIN/Unique ID : 36AABCM4761E1ZM

S.No.	Description of Goods	HSN Code	Qty	Unit	Rate	Disc.	Taxable Amount	CGST %	CGST Amt.	SGST %	SGST Amt.	IGST %	IGST Amt.
	ETERNA 1300BW PUMP	84137010	1.000	NO	19448.00		19448.00	6.00	1166.88	6.00	1166.88		
	Add : CGST-						19448.00						
	Add : SGST-								1166.88				
	Add : ROUND OFF-								1166.88				
									0.24				
			1.000			0.00			1166.88		1166.88		0

E21VJJ 000480

RS

Rupees Twenty One Thousand Seven Hundred Eighty Two Only

Total : 21782.00

Our Bank: KARUR VYASYA BANK, BRANCH-R.P.ROAD, SECUNDERABAD, A/C NO:141013500005939, IFSC CODE-KVBL0001410.
 KIRLOSKAR BROTHERS Service No- Toll Free no-18001034443

Remarks :
 For SHRI GANESH PUMPS & MACHINERY CENTRE

1. Payment must be made within thirty days otherwise interest @21% p a will be charged extra on overdue payment.
2. Seller's liability ceases with delivery to Carrier's godown or at workshop
3. Goods once sold or despatched cannot be taken back

E. & O.E
 Authorised Signatory



Purchase Order

1 of 1

03-03-2021 11:21:25 AM

Original / Office Copy / Purchase Order

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

Supplier Details

Shri Ganesh Pumps & Machinery Centre
5-2-174/2, RP Road, Secunderabad-500003

9849095161
9849095161

Doc No	75347	18000
Doc Date	03-03-2021	
Quote No	NIL	
Quote Date	03-03-2021	
SupplyType	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
17183 - Plumbing - pumps - Submersible pump - other - nos Sewage Pump 1300BW-1.75HP	1.00	28,600.00	32.00	12.00	21,781.76

Total Order Value . . . 21,781.76

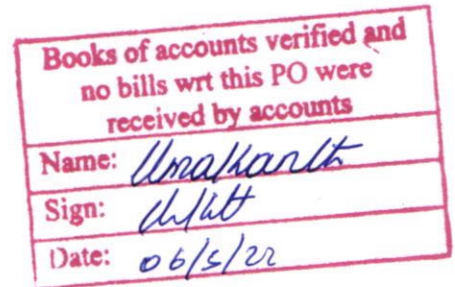
Rupees : Twenty One Thousand Seven Hundred Eighty One and Paise Seventy Six Only.

Terms and Conditions :-

Specification / Brand Above pump shall be of KIRLOSKER MAKE,
Payment Terms After Delivery & Production of bill
Tax All taxes included in above price.
Delivery Date With in 1 days.
Delivery Location S M Modi Complex
Ranigunj
Phone.
Penalty For Delay Nil
Transportation Cost Transport cost shall be borne by us.
Warranty 1 yr from the date of purchase
Advance Paid Nil
Other Terms We reserve the right to reject items not conforming to quality and specification. Above order for SM Complex septic tank purpose.
Completion Date Nil
Measurement Nil
Security Nil
Remarks Delivery at HO.

Bill not Reived.

Umath
06/3/22



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shri Ganesh Pumps & Machinery Centre**

Name : _____

Name : _____

Date : _____

Contact :- _____

Books & accounts verified and
no bills on this PO were
received by accounts

Name:	J. H. H. H.
Sign:	J. H. H. H.
Date:	1/1/1911

Requisition Form

Company Name:	Modi properties pvt ltd	Date:	03.03.2021			
Site & Phase :	S M Complex	Time:	10:57			
Supplier		Req.No.	182648			
Material required before date:		ID No.				
N o	Description	Size	Quantity	Units	Inward No	Date
1.	Submersible pump		1	nos		
Remarks: For MPPL site purpose.						
Prepared By	Bhavani	Approved by				
Sign.& Date	03.03.2021	Sign. & Date				

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