PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	4/8/22	Prepared by	prabhakar	Serial no.	6910
Supplier name	SPS Hardware			HO inward no.	
Firm/Company	MRMLLP	Project	GMR .	HO received date	
PO/WO date	22.1.22	PO/WO No.	84775	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22	18/4	1,38,060-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,38,060-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	106232	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges			3000-00
Amount C –Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1,38,060-00
Amount E – PO / WO value:			1,34,520-00
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	11/8		
Remarks: Transportation extra Can be Considered .			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		prabhakar			
Sign:		APPROVED			
Date		04 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR 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.

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 : 22
Delivery challan no :

Dated : 18-04-2022
Dated :

PO NO : **84775 - 192713**
PO Date : 22-01-2022

Buyer:
M/s. MODI REALTY MALLAPUR LLP.
5-4-187/3 & 4, II FLOOR, SOHAM MANSION, MG ROAD
SECUNDERABAD - 500003
Buyer's GSTIN : 36AAEFM1459R1ZP

Despatched Through : **AP 10 W 1990**
Despatched Date : 18-04-22
State Code: 36

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	REVOLVING COUPLER GI SIZE : 60 X 40 MM	7308	1000.00 NOS	114.00	18.00%	114,000.00
	TRANSPORTATION / FRIEGHT :					3,000.00
					TOTAL :	**117,000.00**
	Total Tax Amount:			21060.00	**CGST @ 9 %**	10,530.00
					SGST @ 9 %	10,530.00
					Round off	0.00
					Grand Total	**138,060.00**

INWARD
MODI REALTY MALLAPUR LLP
Ward No 8179 Dt. 18/4/22
MRN No 106232 Dt. 19/04/22
Received By Pawan 18/4/22 Sign.....

Amount Chargeable (in words)

Rs: ONE LAKH THIRTY EIGHT THOUSAND AND SIXTY ONLY

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

SUMMIT SALES LLP B.C. DIST.
IN WARD No: 93466 Date: 18/4 Sign: L

For SFS HARDWARE

Authorised Signatory

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 Juridiction.

Purchase Order

 24-04-2022 1:42:36 PM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

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

9550505717

Doc No	84775	192713
Doc Date	22-01-2022	
Quote No	NIL	
Quote Date	22-01-2022	
SupplyType	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7329 - Plumbing - GI - Clamp - other - nos *Revolving Coupler-60mm x 40mm*	1,000.00	114.00	0.00	18.00	134,520.00
			Total Order Value . . .		**134,520.00**

Rupees : One Lakh(s) Thirty Four Thousand Five Hundred Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% Advance Payment
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs 1,34,520/- Cheque Dt--31/01/2022.
Other Terms	Payment will be made only after inspection of material.Above material for G-Block & H-Block work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalakshmi
Sign:
Date: 10/5/22

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *SFS Hardware*

Name : ____________ Name : ____________ Date : __/__/____

Form for closure of purchase order

Data required from site/engineers:							
PO no.:		PO date:		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:							

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

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
Rajyalakshmi		10/05/22			

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