

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

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Date: 19/9/22		Prepared by: Monu		Serial no.	
Supplier name: Orient sales corporation				HO inward no.	
Firm Company: MPPC		Project: MPPC		HO received date	
PO/WO date: 14/6/22		PO/WO No.: 89187		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	4767	14/6/22	23,898/-	<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):				23,898/-	
Proof of delivery by way of: <input checked="" 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.: 108752		Proof of delivery matches MRN		<input checked="" 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:				23,898/-	
Amount E – PO / WO value:				23,898/-	
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		26/9/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monu				
Sign:	Monu	Veenu			
Date	19/9/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

**APPROVED**  
19 SEP 2022  
B. VENKATESHWAR  
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 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		PO no		PO date		Req no.		Advice Scan ID			
		89187		14/6/22		178597					
MRN nos. related to PO											
<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											
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 Asharya.											
Prepared by		Sign		Date		Project manager		Sign		Date	
Navya				19/9/22		K. Nishant J. Talwar				19/9/22	
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.										Amount paid	
<input type="checkbox"/> Advance paid against this PO.											
Remarks by Accountants											
Notes: 1. Pos issued for false billing 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 type="checkbox"/> Get certified bill from supplier (not original)											
<input type="checkbox"/> Prepare bill in SLLP for material supplied.											
<input type="checkbox"/> Get proof of delivery from site.											
<input type="checkbox"/> Barcoded PO missing - get certified copy from Accounts											
<input type="checkbox"/> Thereafter, prepare advice to credit to supplier and send to HO for processing											
<input type="checkbox"/> Close PO										<input type="checkbox"/> Keep PO open. Material awaited	
<input type="checkbox"/> Send barcoded PO to MDs desk. PO to be closed thereafter											
<input type="checkbox"/> Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.											
<input type="checkbox"/> Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020											
<input 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							



# ORIENT SALES CORPORATION

+91 9000163845

orient.siscorp@gmail.com

# 4-4-10,11 & 12/C 2nd Floor Sikhwal Chambers Mahankali Street Secunderabad - 500 003.

### Tax Invoice

(ORIGINAL FOR RECIPIENT)

<b>ORIENT SALES CORPORATION</b> Company's GSTIN/UID : 36BKBP6649G1Z7		Invoice No. <b>4767</b>	Dated <b>14-Jun-22</b>
Consignee (Ship to) <b>MODI PROPERTIES PVT LTD</b> M G ROAD SECUNDERABAD GSTIN/UID : 36AABCM4761E1ZM State Name : Telangana, Code : 36		Delivery Note	
Buyer (Bill to) <b>MODI PROPERTIES PVT LTD</b> M G ROAD SECUNDERABAD GSTIN/UID : 36AABCM4761E1ZM State Name : Telangana, Code : 36		Reference No. & Date.	Other References
		Buyer's Order No. <b>89187</b>	Dated <b>14-Jun-22</b>
		Dispatch Doc No.	Delivery Note Date
		Dispatched through <b>BY HAND</b>	Destination

SI No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	CANVAS 5909 12% 3"	5909	300.00 mtr	69.00	mtr		20,700.00
	Pvc Connector 3"	50674900	11.00 NOS	55.00	NOS		605.00
							21,305.00
							CGST SGST R/O
							1,296.45 1,296.45 0.10

**INWARD**  
Inward No: 19340 16/6/22  
MRN No: 108752 02/06/22  
Received by: [Signature] Sign:  
MODI PROPERTIES PVT. LTD. No. 88

**SUMMIT SALES LTD**  
IN WARD  
No: 99195  
Date: 19/9/22  
Sign: [Signature]  
R.R. DIST.

Total ₹ 23,898.00

Amount Chargeable (in words)

**INR Twenty Three Thousand Eight Hundred Ninety Eight Only**

E & O E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
5909	20,700.00	6%	1,242.00	6%	1,242.00	2,484.00
50674900	605.00	9%	54.45	9%	54.45	108.90
<b>Total</b>	<b>21,305.00</b>		<b>1,296.45</b>		<b>1,296.45</b>	<b>2,592.90</b>

Tax Amount (in words) : **INR Two Thousand Five Hundred Ninety Two and Ninety paise Only**

Company's GSTIN/UID : 36BKBP6649G1Z7

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

Company's Bank Details

Bank Name : KOTAK MAHINDRA BANK  
A/c No. : 1612184935  
Branch & IFS Code : R P ROAD & KKBK0007529

Customer's Seal and Signature

for ORIENT SALES CORPORATION

Authorised Signatory

This is a Computer Generated Invoice



# Purchase Order

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14-06-2022 17:27:48

89187  
07.06.22 12:13:53

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

Supplier Details		Doc No	178597
ORIENT SALES CORPORATION		Doc Date	14-06-2022
SHIKWAL CHAMBERS , MAHAKALI STREET , SECUNDERABAD, Telangna State		Quote No	3352
<b>GSTIN</b> 36BKBP6649G1Z7		Quote Date	13-06-2022
8328279037	9000163845	SupplyType	Supply

Kind Attn : **Mr. Fakhruddin Ali**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 10282 - Plumbing - other - Canvas Pipe - 3inX30mtrs - Bundle	10.00	2,070.00	0.00	12.00	23,184.00
2 10283 - Plumbing - other - Connectors for 3In canvas pipe - 3In - Nos	11.00	55.00	0.00	18.00	713.90
<b>Total Order Value . . .</b>					<b>23,897.90</b>

Rupees : Twenty Three Thousand Eight Hundred Ninty Seven and Paise Ninty Only.

## Terms and Conditions :-

Specification / Brand	As per Your quotation
Payment Terms	100% Advance along with PO
Tax	All taxes included in above price.
Delivery Date	Immediately
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	NA
Transportation Cost	Transport cost shall be borne by us.
Warranty	NA
Advance Paid	Rs., 23,898/- to be pay vide RTGS/NEFT/Cheque No. Dt.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	NA
Measurement	NA
Security	NA
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.

For **Modi Properties Pvt.Ltd.**  
Authorised Signatory

Accepted the above Terms And Conditions

For **ORIENT SALES CORPORATION**

Name : N. Mahesh

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

Requisition Form

Company Name:

Site & Phase :

Supplier:

Material required before

\$No

Item

Canvas Pipe 3" - 30 metres

Connector for canvas pipe 3" dia

Qty required

10

11

Qty available at site

0

0

Order Qty

10

11

Inward No

Inward Date

Date: 13-06-2022

Time: 16.55

Req. No. 178597

ID No.

Remarks: For draining south side septic tank to may flower grande opposite nala use purpose

Prepared By: K. Narender Reddy

Approved By:

Sign & Date:

Engineer

Project Manager

Purchahse

MD

