PURCHASE DIVISION
Advice for approval for credit to supplier

C

Date:	05/12/22	Prepared by	Kalpana	Serial no.	11338
Supplier name	Praful Sanitary			HO inward no.	
Firm/Company	MMRK LLP	Project	Greenwood Heights	HO received date	
PO/WO date	24/01/22	PO/WO No.	84829	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS/21-22/1000	29/01/22	41,476/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	41,476/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102956	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:	41,476/-
Amount E – PO / WO value:	39,288/-
Amount F – Difference (A – E):	2,188/-
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	12/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venkat			
Sign:		[signature]			
Date		APPROVED 04 DEC 2022 P. VENKATESHWARLU			
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 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.:	84829	PO date:	24-01-22	Req. no.:	141135	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
Asma	Asma	28-10-22	A. Suresh.	[signature]	

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: Bill not Received			

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
[signature]	[signature]	28-10-22			

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

Purchase Order

 28-10-2022 14:00:48 Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Praful Sanitary
3-6-138/5, Himayat Nagar, Hyderabad.

GSTIN 36ACWPG864A1ZG 40077300
65526886. 9849624797

Doc No	84829	141135
Doc Date	24-01-2022	
Quote No	NIL	
Quote Date	20-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	10041 - Plumbing - PVC - PVC Rigid Pipe - 4 In - len	16.00	4,098.98	51.00	18.00	37,920.48
2	7244 - Plumbing - PVC - Rigid Elbow - 4 In - nos	8.00	295.60	51.00	18.00	1,367.33
					Total Order Value . . .	**39,287.81**

Rupees : Thirty Nine Thousand Two Hundred Eighty Seven and Paise Eighty One Only.

Terms and Conditions :-

Specification /	All items shall be of Sudhkhar brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for B- 111 to 112 rain water outer line work 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Xr Yull
Sign:
Date: 02/12/2022

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Praful Sanitary*

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

Requisition Form - P.VC Pipe works For Flats											
Company	Mehta & Modi Realty KowkurLLP			Site & Phase		GHT					
Req. no.	GHT	**141135**		Req. Date	20-01-2022						
Material required before		23-01-2022		ID no.							
Prepared by:		A.Suresh		Approved by (sign):							
Flat / Block no:		**B - 111 to 711 Rain water Outer Line Work**									
Name of the Supplier :-		Frapul Sanitery									
Type III & IV -1715 Sft											
Type VI 1350 Sft			1								
Type C - 1 & 2 -1820 Sft											
Type D - 1 & 2 - 1585 Sft											
S No.	Item Description	Units	Qty required for Type A & B -1715 Sft	Qty required for Type A & B -2- 1715 Sft	Qty required forType - 1 2 - 1715 Sft	Qty required forType D - 1& 2 - 1585 Sft	Quantity required	Quantity Available at site	Balance Qty to be ordered	Inward No	Date
1	Pvc Rigid Pipe 4"	Length	16		16		16		16		
2	pvc Rigid Door bend 4"	Length	8		8		8		8		
3	Channel Brackets 12"	Nos	80		80		80		80		
4	GI Uclamp 4"	Nos	80		80		80		80		
5	Nut Washers x 8 MM	Nos	100		100		100		100		
6	Ancher Bolt (Bolt Type) 21/2"x10mm	Nos	160		160		160		160		
7	Hammer bit 16mm x 6"	Nos	4		4		4		4		
8	Hammer bit 12mm x 6"	Nos									
	Total	Nos				-	448		448		

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/21-22/1000**	Dated **29-Jan-22**
	Delivery Note **Invoice**	
	Reference No. & Date.	Other References **9502232100**
Buyer (Bill to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, IInd Floor, M G Road, Soham Mansion Secunderabad GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Buyer's Order No. **84829**	Dated **24-Jan-22**
	Dispatch Doc No. **Invoice**	Delivery Note Date **29-Jan-22**
	Dispatched through **Goods Vehicle**	Destination **Kowkur**
	Bill of Lading/LR-RR No.	Motor Vehicle No. **AP09TA7316**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**110mm Pvc Rigid Pipe 6kg**	3917	18 %	**16 lngths**	4,098.90	lngths	51 %	**32,135.38**
2	**110mm Pvc Elbow**	3917	18 %	**8 No:**	309.64	No:	51 %	**1,213.79**
								33,349.17
	Output CGST							**3,163.42**
	Output SGST							**3,163.42**
	Transport Charges @ 18%	99	18 %					**1,800.00**
	Less : ***ROUNDING OFF***							**(-)0.01**
	Total							**₹ 41,476.00**

Amount Chargeable (in words)

E. & O.E

Indian Rupees Forty One Thousand Four Hundred Seventy Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	33,349.17	9%	3,001.42	9%	3,001.42	6,002.84
99	1,800.00	9%	162.00	9%	162.00	324.00
Total	**35,149.17**		**3,163.42**		**3,163.42**	**6,326.84**

Tax Amount (in words) : **Indian Rupees Six Thousand Three Hundred Twenty Six and Eighty Four paise Only**

PRAFUL SANITARY HIMAYATNAGAR HYDERABAD-29.

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: 10223
Date: 5/12/22
Sign:

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

Buyer (Bill to)
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4, IInd Floor,
M G Road, Soham Mansion
Secunderabad
GSTIN/UIN : 36ABLFM7631F1Z3
State Name : Telangana, Code : 36

Invoice No. **PS/21-22/1000**	Dated **29-Jan-22**
Delivery Note **Invoice**	
Reference No. & Date.	Other References **9502232100**
Buyer's Order No. **84829**	Dated **24-Jan-22**
Dispatch Doc No. **Invoice**	Delivery Note Date **29-Jan-22**
Dispatched through **Goods Vehicle**	Destination **Kowkur**
Bill of Lading/LR-RR No.	Motor Vehicle No. **AP09TA7316**

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**110mm Pvc Rigid Pipe 6kg**	3917	18 %	**16 lngths**	4,098.90	lngths	51 %	**32,135.38**
2	**110mm Pvc Elbow**	3917	18 %	**8 No:**	309.64	No:	51 %	**1,213.79**
								33,349.17
	Output CGST							**3,163.42**
	Output SGST							**3,163.42**
	Transport Charges @ 18%	99	18 %					**1,800.00**
	Less : ***ROUNDING OFF***							**(-)0.01**
	Total							**₹ 41,476.00**

Amount Chargeable (in words)
Indian Rupees Forty One Thousand Four Hundred Seventy Six Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	33,349.17	9%	3,001.42	9%	3,001.42	6,002.84
99	1,800.00	9%	162.00	9%	162.00	324.00
Total	**35,149.17**		**3,163.42**		**3,163.42**	**6,326.84**

Tax Amount (in words) : **Indian Rupees Six Thousand Three Hundred Twenty Six and Eighty Four paise Only**

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

INWARD
Inward No: 12036 Dt: 29/01/22
MRN No: 102956 Dt: 31/1/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 10223C
Date: 5/2/22
Sign: