PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06-02-23	Prepared by	V. RAVI	Serial no.	
Supplier name	Shri Ganesh pumps & Machinery centre			HO inward no.	
Firm/Company	MFH LLP	Project	Sereve farms	HO received date	
PO/WO date	21/1/21	PO/WO No.	74023	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	C 2663	22/01/21	21,000/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,000/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	96012	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:	21,000/-
Amount E – PO / WO value:	21,000/-
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	08/02/23

Remarks: The above bill processing through certified copy due to earlier orginal bill misplaced at purchased end.

Approved by for	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
Date	06-02-23				
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.	74023	PO date:	13-01-2021	Req. no.:	150463	Advice Scan ID
MRN nos. related to PO	88242.					

☐	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 Ashaya.

Prepared by	Sign	Date	Project manager	Sign	Date
Chandra Shekar	Ch.CSReddy	29/12/2022	Chandra Shekar	Ch.CSReddy	29/12/22

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	

Remarks by Accountants: Bills not received against this PO

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
Sudheer	Sudheer	25/01/23			

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
- 6 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

29-12-2022 11:38:29

Original / Office Copy / Purchase Div Copy

From Company **Modi Farm House (Hyderabad) LLP**
5-4-187/3&4, IInd Floor, M.G.Road, Secunderabad-500003.
G S T No. : 36

Supplier Details

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

GSTIN 36AAHF58926L1ZI
9849095161 9849095161

Doc No	74023	150463
Doc Date	21-01-2021	
Quote No	NIL	
Quote Date	21-01-2021	
SupplyType	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7181 - Plumbing - pumps - Pressure booster pump - other nos *1HP/Single phase*	1.00	21,000.00	0.00	0.00	21,000.00

Rupees : Twenty One Thousand Only.

Total Order Value . . . **21,000.00**

Terms and Conditions -

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price
Delivery Date	Next Day
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above order for Guest Cottage 1&2 purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

Ch. CS Reddy

Modi Farm House (Hyderabad) LLP

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shri Ganesh Pumps & Machinery Centre***

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by	Received by	Engineer's Signature
5673	02-09-21	.	Amazon In		DBeck + Decker lawn mower Blade.	32 Cm	01		~~Delivery Boy~~	Delivery Boy		Sathu	Signature
5674	02-09-21	15:38	Green Belt Services		① Mehandi Plants		400	Nos	01	TS08UH 6250	Sign	Sathu	Signature
					② Bombay Hedge Plants		1200	Nos					
					③ Travel Ref Extra								
5675	03-09-21	16:24	Summit sales LLP		PSC Cement		50	Bag	3521	TS10UA 9758		Sathu	Signature
5676	"	16:24	Shri Ganesh Pump & Machinery Center		① Pressure booster Pump		01	Nos	74023	"		Sathu	Signature
5677	"	16:24	Elegant enterprises		① Crompton HS (1200mm) Sweep Brown Ceiling Fan Model: Seawind		34	No's	.	"		Sathu	Signature
5678	"	16:24	Summit sales LLP		① Carpentry Hardware Fischer	5mm	10	PKts	13386	"		Sathu	Signature
					② S.S Screws		10	PKts					
[illegible]	28.9.21	[illegible]	Sri Mallikarjuna swami		Cement	50 Kgs	03	bags	AP 28TF 2164				
[illegible]	20.9.21	[illegible]	Sri Mallikarjuna swami		Cement	50 Kgs	02	bags	AP 28TF 2164				
[illegible]	27.9.21	5[illegible]	Deccan Dust [illegible]		① brick		715	Bags	TS08UH 6250		Sign	Sathu	Signature
					② [illegible]		2800	No's					
					③ [illegible]								

ORIGINAL FOR RECIPIENT / DUPLICATE FOR TRANSPORTER / TRIPLICATE FOR SUPPLIER / Extra copy

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

Serial No.of Invoice : **C2663** Date of Invoice : 22/01/2021 Date & Time of Supply :	GST Registration No. : **36AAHFS8926L1ZI** **State : Telangana** **State Code: TS 36**	D.C. No : P.O No. : P.O Date: Despatch Through :	Date :

Details of Receiver (Billed to) :	**Details of Consignee (Shipped to) :**
MODI FARM HOUSE (HYDERABAD) LLP **5-4-187/3&4, IIND FLOOR,** **M.G ROAD, SEC'BAD.** **State : Telangana** **State Code : 36** **GSTIN/Unique ID :**	**MODI FARM HOUSE (HYDERABAD)LLP** **SERENE FARMS,** **SY NO-44, YENKEPALLY VILLAGE,** **CHEVELLA MANDAL, RR DIST.** **State : Telangana** **State Code : 36** **GSTIN/Unique ID :**

S.No.	Description of Goods	HSN Code	Qty	Unit	Rate	Disc.	Taxable Amount	CGST %	CGST Amt.	SGST %	SGST Amt.	IGST %	IGST Amt.
1	CPBS-73624V M STG-4SS IMP 1HP 25X25	84137010	1.000	NO	18750.00		18750.00	6.00	1125.00	6.00	1125.00		
							18750.00						
	Add : CGST-			6.00%			1125.00						
	Add : SGST-			6.00%			1125.00						
			1.000			0.00			1125.00		1125.00		0

Rupees Twenty One Thousand Only	Total : 21000.00

Our Bank: KARUR VYASYA BANK, BRANCH-R.P.ROAD, SECUNDERABAD, A/C NO:1410135000005939, IFSC CODE-KVBL0001410.

KIRLOSKAR BROTHERS Service No- Toll Free no-18001034443

Remarks :

E.& O.E

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

SHRI GANESH PUMPS & MACHINERY C... SEC'BAD

...UE COPY