

PURCHASE DIVISION
Advice for approval for credit to supplier

146555

Date: 15/2/23		Prepared by: V. RAVI		Serial no. 146555	
Supplier name: Shri Ganesh pumps & Machinery centre		HO inward no.			
Firm/Company: BOA		Project		HO received date	
PO/WO date: 17/12/20		PO/WO No. 73065		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	C 2425	31/12/20	11,500/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 11,500/-

Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 11,500/-

Amount E – PO / WO value: 11,500/-

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: 17/2/23.

Remarks: find bill & original invoice missing so through certified true copy we are processing this bill.

Approved by: V. RAVI	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:					
Date:	15/02/23				
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 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:					
PO no.:	73065	PO date:	17-12-2020	Req. no.:	21554
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: Full material received					
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
C. Sharma	C. Sharma	04-02-2023	G. Rahul	G. Rahul	4/2/23
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
J. Haripriya	J. Haripriya	06/02/23			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SLLP 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: Pay from LMA and debit to BOA.					
Prepared by					
Sign					
Date					

APPROVED BY
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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Original / Office Copy / Purchase Div.Copy

From Company : **Bloomdale Owners Association**
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 73065 21554**Doc Date** 17-12-2020**Quote No** NIL**Quote Date** 17-12-2020**SupplyType** Supply**Kind Attn : Bahvesh Parikh**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7183 - Plumbing - pumps - Submersible pump - other - nos 1.5HP With Starter	1.00	11,500.00	0.00	0.00	11,500.00
Total Order Value . . .					11,500.00
Rupees : Eleven Thousand Five Hundred Only.					

Terms and Conditions :-**Specification /** 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** Bloomdale

Sy. No. 1139, Shameerpet, Hyd. Take Rd Opp. Orange Bowl

Phone. Mobile no. 9100461618 (Mr.Vijay Bhasker - Admin)

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** 1 yr from the date of purchaseFor **Bloomdale Owners Association**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shri Ganesh Pumps & Machinery Centre**

Name : _____

Name : _____

Date : __/__/__

Contact - -

Purchase Order

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Advance Paid

Nil

Other Terms

We reserve the right to reject items not conforming to quality and specification. Above order for Manjeera water sump purpose.

Completion Date

Nil

Measurment

Nil

Security

Nil

Remarks

Contact person Mr.Rahul-8978362427.

For **Bloomdale Owners Association**

Authorised Signatory

Name : _____

Contact - -

Accepted the above Terms And Conditions

For **Shri Ganesh Pumps & Machinery Centre**

Name : _____

Date : __/__/__

Government of India/State

Department of

Form GST INV - 1

See Rule.....

Application for Electronic Reference Number of an Invoice

GST Registration No. : 36AAHFS8926L1ZI

SHRI GANESH PUMPS & MACHINERY CENTRE

5-2-174/2 RASHTRAPATIROAD

SECUNDERABAD-500003

TEL 040-27540090,6300759590

Serial No.of Invoice: C2425

Date of Invoice: 31/12/2020

Details of Receiver(Billed to) ::

BLOOMDALE OWNERS ASSOCIATION (MODI)

5-4-187/3 & 4, 2ND FLOOR,

M.G ROAD, SEC'BAD.

Telangana

State Code

GSTIN/Unique ID

Details of Consignee (Shipped to) ::

BLOOMDALE OWNERS ASSOCIATION.

SY.NO-1139, SHAMEERPET,

HYD. TAKE RD OPP. ORANGE BOWL

CO-9100461618 (MR. VIJAY)

Telangana

State Code

GSTIN/Unique ID

S.No.	Product Description	HSN Code	Quantity	Unit	Rate	Disc.	Amount
1	KOSI-1.540 1.5 32X251PH	84137010	1.000	NO	10267.85		10267.85
	Add : CGST-				6.00%		616.07
	Add : SGST-				6.00%		616.07
	Add : ROUND OFF-						0.01
Rupees Eleven Thousand Five Hundred Only					Total Rs		11500.00

Remarks :

E. & O.E
For SHRI GANESH PUMPS & MACHINERY CENTRE**TRUE COPY**

Authorised Signatory



