PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14650
Supplier name	Shri Ganesh Pumps & Machinery centre			HO inward no.	
Firm/Company	VHOA	Project	–	HO received date	
PO/WO date	17/12/20	PO/WO No.	73063	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	C 2279	17/12/20	4800/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4800/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	86700	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:	4800-00
Amount E – PO / WO value:	4800-00
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	17/2/20
Remarks: final bill and original bill Missing so through certified True copy we are Processing this bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	(signature)				
Date	15/2/23				
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.

NOTE: This bill is already in M-codex, but Accountant not received this bill copy.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 8335
Date 15/2/23
Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	73063	PO date:	17-12-2020	Req. no.:	99979	Advice Scan ID	
MRN nos. related to PO	86700						
☐	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
J. Sanketh	[signature]	31-12-2022 04-2-2023	K. Purushotham	[signature]	31/12/2022

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
	[signature]	6/2/22			

Advice by MD - action to be taken by purchase:	
☐ X	Get certified bill from supplier (not original).
☐ X	Prepare bill in SSLLP for material supplied.
☐ X	Get proof of delivery from site.
☐ X	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
☐ X	Send barcoded PO to MDs desk. PO to be closed thereafter.
☐ X	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.
☐ X	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.
X	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.
☐ X	E&D to check receipt of bill and enter comments below.
☐ X	Details of material supplied and balance material to be supplied is required.
Remarks: Pay from VISTA. ~~do~~ debit to VHOA.	

Prepared by	Sign	Date

APPROVED BY
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 31-12-2022 11:44:22 Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : .

Supplier Details			
Shri Ganesh Pumps & Machinery Centre	**Doc No**	73063	99979
5-2-174/2, RP Road, Secundrabad-500003	**Doc Date**	17-12-2020	
	Quote No	NIL	
GSTIN 36AAHF58926L1ZI	**Quote Date**	17-12-2020	
9849095161 9849095161	**SupplyType**	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7182 - Plumbing - pumps - Pump Starter - NA - nos *3PHASE STARTER*	1.00	2,500.00	0.00	0.00	2,500.00
2	7182 - Plumbing - pumps - Pump Starter - NA - nos *SINGLE PHASE STARTER*	1.00	2,300.00	0.00	0.00	2,300.00
					Total Order Value . . .	**4,800.00**

Rupees : Four Thousand Eight 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: Mr. Khader - 7893844733
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 yr from the date of purchase
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specification. Above order for Openwell motor & submersible motor use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes Owners Association*

Authorised Signatory

Accepted the above Terms And Conditions

For *Shri Ganesh Pumps & Machinery Centre*

Name : ______

Name : ______

Date : __/__/____

25513

ORIGINAL FOR RECIPIENT / DUPLICATE FOR TRANSPORTER / TRIPLICATE FOR SUPPLIER

TAX INVOICE

(See Rule US 31 of CGST ACT read with Rule ... 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

99979

Serial No of Invoice	C2279	GST Registration No.	D.C. No	73062	Date	17-12-20
Date of Invoice	17/12/2020	36AAHFS8926L1Z1	P.O No.			
		State : Telangana	P.O Date			
Date & Time of Supply		State Code: TS 36	Despatch Through			

Details of Receiver (Billed to) :	Details of Consignee (Shipped to) :
VISTA HOMES OWNERS ASSOCIATION	VISTA HOMES OWENERS ASSOCIATION,
5-4-187/3 & 4, II ND FLOOR,	SY. NO 193, KAPRA,
M.R ROAD, SEC'BAD	HYDERABAD.
	CONT-8790166611
State : Telangana	State : Telangana
State Code : 36	State Code : 36
GSTIN/Unique ID :	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	PANEL BOX	85369010	1.000	NO	2118.64		2118.64	9.00	190.68	9.00	190.68		
2	PANEL BOX	85369010	1.000	NO	1949.15		1949.15	9.00	175.42	9.00	175.42		
							4067.79						
	Add CGST-				9.00%		366.10						
	Add SGST-				9.00%		366.10						
	Add ROUND OFF-						0.01						
			2.000				0.00		366.10		366.10		0

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 72660
Date: 28/12
Sign: Neha

INWARD	
Inward No: 25513	Dt: 23/12/20
MRN No: 86760	Dt:
Received By:	Sign: Nikil
Vista Homes	

Rupees Four Thousand Eight Hundred Only

Total : 4800.00

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

E.& O.E

Remarks

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

Authorised Signatory

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 : **C2279**	GST Registration No. :	D.C. No :	Date :
Date of Invoice : 17/12/2020	**36AAHFS8926L1ZI**	P.O No. : 73063	
	State : Telangana	P.O Date:	
Date & Time of Supply :	**State Code: TS 36**	Despatch Through :	

Details of Receiver (Billed to) :	**Details of Consignee (Shipped to) :**
VISTA HOMES OWNERS ASSOCIATION	**VISTA HOMES OWENERS ASSOCIATION.**
5-4-187/3 & 4, II ND FLOOR,	**SY. NO-193, KAPRA,**
M.R ROAD, SEC'BAD	**HYDERABAD.**
	CONT-8790166611
State : Telangana	**State : Telangana**
State Code : 36	**State Code : 36**
GSTIN/Unique ID :	**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	PANEL BOX.	85369010	1.000	NO	2118.64		2118.64	9.00	190.68	9.00	190.68		
2	PANEL BOX.	85369010	1.000	NO	1949.15		1949.15	9.00	175.42	9.00	175.42		
							4067.79						
	Add : CGST-			9.00%			366.10						
	Add : SGST-			9.00%			366.10						
	Add : ROUND OFF-						0.01						
			2.000			0.00			366.10		366.10		0

Rupees Four Thousand Eight Hundred Only

Total : 4800.00

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

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TRUE COPY

SHRI GANESH PUMPS & MACHINERY CENTRE SEC'BAD

Authorised Signatory