

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:	10/02/23	Prepared by	V. RAVI	Serial no.	14760
Supplier name	Shri Ganesh pumps & machinery			HO inward no.	
Firm/Company	PME	Project	-	HO received date	
PO/WO date	09/11/20	PO/WO No.	71994	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	C1916	10/11/20	26,237/-	<input 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):				26,237/-	
Proof of delivery by way of: <input 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.:		Proof of delivery matches MRN	<input 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:				26,237/-	
Amount E – PO / WO value:				26,237/-	
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		17/02/23			
Remarks: find bill and original Invoice Missing, so through certified true copy we are processing the bill.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:					
Date	10/2/23				
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.





Form for closure of purchase order

Data required from site/engineers:					
PO no.:	71994	PO date:	09/11/2020	Req. no.:	73996
MRN nos. related to PO					
<input type="checkbox"/>	Part material received.				
<input type="checkbox"/>	Full material received.				
<input checked="" 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: Material not 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
Chandra kanth	<i>[Signature]</i>	25-01-23	Chandra kanth	<i>[Signature]</i>	25/1/23
Data required from accounts:					
<input type="checkbox"/>	Checked with E&D for receipt of bills.				
<input checked="" type="checkbox"/>	Bills not received against this PO.				
<input checked="" type="checkbox"/>	Part bill received against this PO.		Bill nos.		
<input checked="" type="checkbox"/>	All bills received against this PO.				
<input checked="" type="checkbox"/>	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 PG more than 10k)	Sign	Date
RUKMINI	<i>[Signature]</i>	03/01/23			
Advice by MD - action to be taken by purchase:					
<input checked="" type="checkbox"/>	Get certified bill from supplier (not original).				
<input checked="" type="checkbox"/>	Prepare bill in SLLP for material supplied.				
<input checked="" type="checkbox"/>	Get proof of delivery from site.				
<input checked="" type="checkbox"/>	Barcoded PO missing – get certified copy from Accounts.				
<input checked="" type="checkbox"/>	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/>	Keep PO open. Material awaited		
<input checked="" type="checkbox"/>	Send barcoded PO to MDs desk. PO to be closed thereafter.				
<input checked="" type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
<input checked="" type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
<input checked="" 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 checked="" type="checkbox"/>	E&D to check receipt of bill and enter comments below.				
<input checked="" type="checkbox"/>	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by	Sign	Date	APPROVED BY		
	<i>[Signature]</i>		13 FEB 2023		
			SOHAM MODI MANAGING DIRECTOR		
			APPROVED BY		
			- 6 FEB 2023		
			SOHAM MODI MANAGING DIRECTOR		

# Estimate/Draft PO

Original / Office Copy / Purchase Div Copy

FROM COMPANY : **Paramount Estates**  
5-4 187/3 & 4, 11nd Floor, M.G.Road, Secunderabad - 500003  
G S T No. : 36AAJFP4202C1ZP

Supplier Details		Doc No	71994	73996
Shri Ganesh Pumps & Machinery Centre S-2-174/2, RP Road, Secunderabad-500003		Doc Date	09-11-2020	
GSTIN 36AAHF58926L1Z1		Quote No	NIL	
9849095161		Quote Date	09-11-2020	
9849095161		SupplyType	Supply	

Kind Attn : **Bhavesh Parikh**

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7176 - Plumbing - pumps - Dewatering Pump - other - nos Cutter Type-1800BW 2.5HP	1.00	34,450.00	32.00	12.00	26,237.12
<b>Total Order Value . . .</b>					<b>26,237.12</b>

Rupees : Twenty Six Thousand Two Hundred Thirty Seven and Paise Twelve Only.

## Terms and Conditions :-

Specification /	Kirloskar Make
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Paramount Residency - Phase II Sy.No. 233, Near Shilpa Layout, Nagaram, Hyderabad. Phone. Contact: Security 65137111, Admin. - 9502211799
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above Material for Basement Floor Fix in mud sump Use Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Paramount Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shri Ganesh Pumps & Machinery Centre**



**TAX INVOICE**

(See Rule US-31 of CGST ACT read with Rule 1 of Invoice, Debit &amp; 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 : <b>C1916</b>	GST Registration No. : <b>36AAHFS8926LIZI</b>	D.C. No. :	Date :
Date of Invoice : 11/11/2020	State : <b>Telangana</b>	P.O No. : <b>#1994</b>	P.O Date :
Date & Time of Supply :	State Code: <b>TS 36</b>	Despatch Through :-	

<b>Details of Receiver (Billed to) :</b> PARAMOUNT ESTATES 5-4-187/3&4, IIND FLOOR, M.G ROAD, SEC'BAD.  State : <b>Telangana</b> State Code : <b>36</b> GSTIN/Unique ID : <b>36AAJFP4202C1ZP</b>	<b>Details of Consignee (Shipped to) :</b> PARAMOUNT ESTATES. PHASE-II, SY.NO-233, NEAR SHILPA LAYOUT, NAGARAM, HYD'BAD. CO-9502211799, 65137111  State : <b>Telangana</b> State Code : <b>36</b> GSTIN/Unique ID : <b>36AAJFP4202C1ZP</b>
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S.No.	Description of Goods	HSN Code	Qty	Unit	Rate	Disc.	Taxable		CGST		SGST		IGST	
							Amount	%	Amt.	%	Amt.	%	Amt.	
1	ETERNA 1800BW PUMP	84137010	1.000	NO	23426.00		23426.00	6.00	1405.56	6.00	1405.56			
	Add : CGST-				6.00%		1405.56							
	Add : SGST-				6.00%		1405.56							
	Less: ROUND OFF-						0.12							
							1.000	0.00	1405.56		1405.56			0

Rupees Twenty Six Thousand Two Hundred Thirty Seven Only

Total : 26237.00

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**

- Payment must be made within thirty days otherwise interest @21% p.a will be charged extra on overdue payment.
- Seller's liability ceases with delivery to Carrier's godown or at workshop.
- Goods once sold or despatched cannot be taken back

**TRUE COPY**