PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/02/23	Prepared by	V. RAVI	Serial no.	14761
Supplier name	Shri Ganesh Pumps & Machinery			HO inward no.	
Firm/Company	MCMEP	Project	—	HO received date	
PO/WO date	22/7/20	PO/WO No.	69015	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	C0704	22/7/20	12,464/-	□ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,464/-
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

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,464/-
Amount E – PO / WO value:	12,464/-
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	17/02/23

Remarks: find bill and Original Invoice 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	16/2/23				
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.

MODI PROPERTIES PVT. LTD. INWARD No. 6392 Date 18/1/22 Sign. SEC'BAD

MEMO

DATE & FROM:	TO & REMARKS.
15/2/23,	To,
	MD Sir,
(RAVI)	
	Shri Ganesh pumps Payment issue - reg.
	(Invoice No: C0704 Rs. 12,464/-)
	Openwell submersible pump (2HP) supplied
	at MCMET site for curing work purpose,
	the same I received from closure from
	Sarwar that pump is not received they
	are unable to get POD.
	But the supplier is having of
	Proof of sign from our purchase dept
	Driver Mr. Salman. Now I asked
	Salman he said already delivered to site.
	Hence Pls advice me shall I Proceed
	for advice for Payment credit to supplier

APPROVED BY
15 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Advice Scan ID	

...oof of delivery + PO. 3. Provide copies of

	Date
	18/01/2023

...the above.

Sign	Date

...ing.

...1. Material awaited

...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
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	6995	PO date:	22/07/20	Req. no.:	162015	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: 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
Jeevana	[signature]	18/01/2022.	Sarwar	[signature]	18/01/2022

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: Bill Not Received [signature] 10/02/2023

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

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
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 30-12-2022 14:47:55 Original / Office Copy / Purchase Div.Copy

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Shri Ganesh Pumps & Machinery Centre	**Doc No**	69015	162015
5-2-174/2, RP Road, Secundrabad-500003	**Doc Date**	22-07-2020	
	Quote No	NIL	
GSTIN 36AAHF58926L1ZI	**Quote Date**	22-07-2020	
9849095161 9849095161	**SupplyType**	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7180 - Plumbing - pumps - Openwel submersible pump - other - nos 2HP Pump With Starter	1.00	11,129.00	0.00	12.00	12,464.48
				Total Order Value . . .		**12,464.48**

Rupees : Twelve Thousand Four Hundred Sixty Four and Paise Fourty Eight Only.

Terms and Conditions :-

Specification /	Above pump shall be of 'KIRLOSKER MAKE.
Payment Terms	Within 7 days of delivery.
Tax	All taxes included in above price.
Delivery Date	With in 1 days.
Delivery Location	Manilal Modi Memorial Hospital . Phone. Madhu Site Engineer - 9502211499
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 curing line purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For MC Modi Educational Trust
Authorised Signatory

Accepted the above Terms And Conditions
For Shri Ganesh Pumps & Machinery Centre

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 : C0704	GST Registration No :	D.C. No : 69015	Date : 22/07/202
Date of Invoice : 23/07/2020	36AAIIFS8926L1ZI	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) :
MC MODI EDUCATIONAL TRUST (MODI)	MC MODI EDUCATIONAL TRUST (MODI)
5-4-187/3 & 4, IInd FLOOR,	5-4-187/3 & 4, IInd FLOOR,
M.G ROAD,SECUNDERABAD.	M.G ROAD,SECUNDERABAD.
State : Telangana	State : Telangana
State Code : 36	State Code : 36
GSTIN/Unique ID : 36AAATM5488Q2ZO	GSTIN/Unique ID : 36AAATM5488Q2ZO

S.No	Description of Goods	HSN Code	Qty	Unit	Rate	Disc.	Taxable Amount	CGST %	CGST Amt.	SGST %	SGST Amt.	IGST %	IGST Amt.
1	KOSI-245 2.0 32X25 1PH	84137010	1.000	NO	11129.00		11129.00	6.00	667.74	6.00	667.74		
							11129.00						
	Add : CGST-				6.00%		667.74						
	Add : SGST-				6.00%		667.74						
	Less: ROUND OFF-						0.48						
			1.000			0.00			667.74		667.74		0

A20RXT 000191.

Salman
8639649100

SALMAN
(DRIVER - Purchase Dept)

Rupees Twelve Thousand Four Hundred Sixty Four Only	Total : 12464.00

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 @24% ... on overdue payment.
2. ... liability ceases with delivery to Carrier's godown or at ...
3. ... sold or despatched cannot be taken back.

Authorised Signatory

Purchase Order

22-07-2020 13:04:12 Original / Office Copy / Purchase Div.Copy

ly : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

er Details			
Ganesh Pumps & Machinery Centre	**Doc No**	69015	162015
2-174/2, RP Road, Secundrabad-500003	**Doc Date**	22-07-2020	
	Quote No	NIL	
GSTIN 36AAHF58926L1ZI	**Quote Date**	22-07-2020	
9849095161 9849095161	**SupplyType**	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7180 - Plumbing - pumps - Openwel submersible pump - other - nos HP Pump With Starter	1.00	11,129.00	0.00	12.00	12,464.48
					Total Order Value . . .	**12,464.48**

Rupees : Twelve Thousand Four Hundred Sixty Four and Paise Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	Above pump shall be of 'KIRLOSKER MAKE,
Payment Terms	Within 7 days of delivery.
Tax	All taxes included in above price.
Delivery Date	With in 1 days.
Delivery Location	Manilal Modi Memorial Hospital Phone.
Penality For Delay	Nil
Transportation Cost	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 curing line purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***MC Modi Educational Trust***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Shri Ganesh Pumps & Machinery Centre***

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 : **C0704** Date of Invoice : 23/07/2020 Date & Time of Supply :	GST Registration No. : **36AAHFS8926L1ZI** **State : Telangana** **State Code: TS 36**	D.C. No : Date : P.O No. : P.O Date: Despatch Through :

Details of Receiver (Billed to) :	**Details of Consignee (Shipped to) :**
MC MODI EDUCATIONAL TRUST (MODI) **5-4-187/3 & 4, IInd FLOOR,** **M.G ROAD,SECUNDERABAD.** **State : Telangana** **State Code : 36** **GSTIN/Unique ID : 36AAATM5488Q2ZO**	**MC MODI EDUCATIONAL TRUST (MODI)** **5-4-187/3 & 4, IInd FLOOR,** **M.G ROAD,SECUNDERABAD.** **State : Telangana** **State Code : 36** **GSTIN/Unique ID : 36AAATM5488Q2ZO**

S.No.	Description of Goods	HSN Code	Qty	Unit	Rate	Disc.	Taxable Amount	CGST %	CGST Amt.	SGST %	SGST Amt.	IGST %	IGST Amt.
1	KOSI-245 2.0 32X25 1PH	84137010	1.000	NO	11129.00		11129.00	6.00	667.74	6.00	667.74		
							11129.00						
	Add : CGST-			6.00%			667.74						
	Add : SGST-			6.00%			667.74						
	Less: ROUND OFF-						0.48						
			1.000			0.00			667.74		667.74		0

Rupees Twelve Thousand Four Hundred Sixty Four Only

Total : 12464.00

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

Remarks : KIRLOSKAR BROTHERS Service No- Toll Free no-18001034443

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

For SHRI GANESH PUMPS & MACHINERY CENTRE

E.& O.E

TRUE COPY

SHRI GANESH PUMPS & MACHINERY CENTRE SEC'BAD

Authorised Signatory