PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V.RAVI	Serial no.	14659
Supplier name	Kothari fire Safety Equipments			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	18/06/21	PO/WO No.	77788	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	304	24/06/21	24,840-00	✓ □ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,840-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 93178 — 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:	24,840-00
Amount E – PO / WO value:	24,839-00
Amount F – Difference (A – E):	1-00
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 and original invoice misplaced so e-through certified true copy we are processing 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.

MODI PROPERTIES PVT. LTD. INWARD No. 8337 Date 15/2/23 Sign 3

Form for closure of purchase order

Data required from site/engineers						
PO no.	77788	PO date	18/6/21	Req no	175252	Advice Scan ID
MRN nos. related to PO	93178					

☐	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 Close Po.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DC's/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
A. Sravani		20/10/22.	G Vijay Raj		20/10/22.

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:

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
D. Lovey.		9/2/23			

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
31 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 20-10-2022 16:57:20 Original / Office Copy / Purchase Dept.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Kothari Fire Safety Equipments		**Doc No**	77788 175252
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-500 003.		**Doc Date**	18-06-2021
		Quote No	Nil
GSTIN 36ATDPK0172B1Z9		**Quote Date**	01-02-2021
66335959/66335969	9966050000/9290806798	**SupplyType**	Supply

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5047 - Equipment - other - Fire Extinguisher - other - nos *DCP-ABC Multipurpose - 4kgs*	6.00	1,300.00	0.00	18.00	9,204.00
2	5047 - Equipment - other - Fire Extinguisher - other - nos *CO2 Store pressure(IS/15683) - 09ltrs*	6.00	1,500.00	0.00	18.00	10,620.00
3	5047 - Equipment - other - Fire Extinguisher - other - nos *Fire Balls*	5.00	850.00	0.00	18.00	5,015.00
			Total Order Value . . .			**24,839.00**

Rupees : Twenty Four Thousand Eight Hundred Thirty Nine Only.

Terms and Conditions :-

Specification / Brand	Items in sl.no. 1 & 2 shall be of Micro Sensor - Agni brand and sl.no. 3 of 'AFO' make
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price
Delivery Date	Next day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village Phone 9030931172
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year warranty on manufacture defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Kothari Fire Safety Equipments***

Name ________________ Name : ________________ Date : __/__/__

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 77788

MRN Doc ID: 93178

MRN Date: 26-06-2021

DC No: 304

DC Date: 24-06-2021

Remarks:

In Time: 11:00

Vehicle No: TS10UB5649

Delivered By: MADHU BABU

Received By: SECURITY

Inward No: 22629

Inward Date: 25-06-2021

Company Name : Nilgiri Estates
Project Name : Nilgiri Estate
Supply Type : Supply
Quote No : Nil
Quote Date : 01-02-2021

Supplier Name : Kothari Fire Safety Equipments
Contact Person : Mr. Prabhu Kothari.
Address : S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bomba
Phone : 66335959/66335969

PDF Name: PO77788DC304MR93178

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	6	6	Not Closed	0	6	0
2	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	6	6	Not Closed	0	6	0
3	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	5	5	Not Closed	0	5	0

Total material received.

Anil.

Sravani.

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT Shop No 8,D No 5/5/64 SA Trade Centre Ranigunj Secundrabad-500003 Phone No.040-66335959 / 66335969 GSTIN/UIN: 36ATDPK0172B1Z9 State Name : Telangana, Code : 36 E-Mail : accounts@kotharifire.com	Invoice No. **304**	Dated **24-Jun-21**
	Delivery Note **3037**	Mode/Terms of Payment
	Reference No. & Date. **Mr. Mohan dt. 24-Jun-21**	Other References
Consignee (Ship to) **Nilgiri Estates** Rampalli Ghatkesar Hyderabad GSTIN/UIN : 36AAHFN0766F1ZA State Name : Telangana, Code : 36	Buyer's Order No. **77788**	Dated **18-Jun-21**
	Dispatch Doc No.	Delivery Note Date **24-Jun-21**
	Dispatched through **Self Auto**	Destination **Rampally**
Buyer (Bill to) **Nilgiri Estates** 5-4-187/3 &4, 2nd Floor,M.G Road Secunderabad GSTIN/UIN : 36AAHFN0766F1ZA State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Sy Abc 4 Kg**	842410	**6 nos**	1,300.00	nos		**7,800.00**
2	**Sy Water Co2 9 Ltr**	842489	**6 nos**	1,500.00	nos		**9,000.00**
3	**Fire Ball** *AFO*	842410	**5 nos**	850.00	nos		**4,250.00**
							21,050.00
	CGST						**1,895.00**
	SGST						**1,895.00**
	Total		**17 nos**				**₹ 24,840.00**

TRUE COPY

Amount Chargeable (in words) *E. & O.E*

INR Twenty Four Thousand Eight Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
842410	12,050.00	9%	1,084.79	9%	1,084.79	2,169.58
842489	9,000.00	9%	810.21	9%	810.21	1,620.42
Total	**21,050.00**		**1,895.00**		**1,895.00**	**3,790.00**

Tax Amount (in words) : **INR Three Thousand Seven Hundred Ninety Only**

Declaration
There will be charge 2% Penal Intrest after due days for every Month.

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS

Authorised Signatory

This is a Computer Generated Invoice