PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/02/23	Prepared by	V. RAVI	Serial no.	**14671**
Supplier name	Shri Ganesh pumps & Machinery			HO inward no.	
Firm/Company	BoA	Project	-	HO received date	
PO/WO date	22/9/20	PO/WO No.	70633	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	C1316	24/09/20	19,307/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,307/-

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

MRN nos.:	83812	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:	19,307/-
Amount E – PO / WO value:	20,341/-
Amount F – Difference (A – E):	1034/-
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	18/2/23

Remarks: find bill and this bill already received in Accounts earlier, but Payment not made to supplier, As per MD's instructions Pay from KNM & Debit to BoA.

Approved by for	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
Date	17/2/23.				
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.:	70633	PO date:	22-09-2020	Req. no.:	21516	Advice Scan ID	
MRN nos. related to PO	83812						

☐	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.Ahamad	C.Ahamad	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.	C1316 (Rs. 19,307/-)
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:
Bill 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 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: Pay from KNAA. Debit to BOA.

Prepared by	Sign	Date

APPROVED BY
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 03-02-2023 5:44:49 PM 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	**Doc No**	70633	21516
5-2-174/2, RP Road, Secundrabad-500003	**Doc Date**	22-09-2020	
	Quote No	NIL	
GSTIN 36AAHF58926L1ZI	**Quote Date**	22-09-2020	
9849095161 9849095161	**SupplyType**	Supply	

Kind Attn : Bahvesh Parikh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7183 - Plumbing - pumps - Submersible pump - other - nos *Sewage Pump-1.75HP-1300BW*	1.00	25,350.00	32.00	18.00	20,340.84
				Total Order Value . . .		**20,340.84**

Rupees : Twenty Thousand Three Hundred Fourty and Paise Eighty Four 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	Bloomdale Sy. No. 1139, Shameerpet, Hyd. Take Rd Opp. Orange Bowl Phone. Mobile no. 9100461618 (Mr.Vijay Bhasker - Admin)
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 yr from the date of purchase

For ***Bloomdale Owners Association***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shri Ganesh Pumps & Machinery Centre***

Name : ______________

Name : ______________

Date : __/__/____

Contact - -

Purchase Order

 03-02-2023 5:44:49 PM Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specification. Above order for Drainage line purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Bloomdale Owners Association***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shri Ganesh Pumps & Machinery Centre***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact - -

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by	Received by	Engineer Signature
16468.	26/09/12	11:20	Shri Ganesh Pumps & Machinery Centre Bill No. 70683 Reg No. 21516		1. Sewage (Testing 1 HP)	Pumps Dewatering	01	No	70683 21516	TR 10 U 8387	M. Raju	[illegible]	
16464.	26/09/12	11:10	Carydon Electrical Noted total 2 nos submersible pumps came to Carydon Electric. Two pump running ok		1. Submersible 2. Sewage	1½ pump pump	02 01	Nos "	-	TR 10 U 8387	M. Raju	[illegible]	
16465.	29/09/12	14:00	Suresh		1. Lineman charges releasing the Back valve	Sand myngeen	150	Rupees	-	By hand	Suresh	[illegible]	
16466	29/09/12		Sri Laxmi Hardware and electrical total amount 331 rupees only for sewage pump fitting purpose		1. GI nipple 2. GI long nipple 1. PVC nipple 4. GI clamp	2" 3"	01 01 01 03	No " " "	198	By hand	N. Sam	[illegible]	
16467.	29/09/12	15:14	Suresh		1. Lineman releasing marseere valve	changed the Gate	150	Rupees	-	By hand	Suresh	[illegible]	
16468.	01/10/12	12:00	Suresh		1. Lineman Releasing Gate valve	changed the mynsteep	150	Rupees	-	By Hand	Suresh	[illegible]	
16469.	01/10/12	12:00	Cauvery (Annapoorni)		1. Cauvery water		100	Nos	1943	TR 10 U 8387	M. Raju	[illegible]	

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 : **C1316**
Date of Invoice : 24/09/2020
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) :
BLOOMDALE OWNERS ASSOCIATION (MODI)
5-4-187/3 & 4, 2ND FLOOR,
M.G ROAD, SEC'BAD.

State : Telangana
State Code : 36
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)

State : Telangana
State Code : 36
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	ETERNA 1300BW PUMP	84137010	1.000	NO	17238.00		17238.00	6.00	1034.28	6.00	1034.28		
							17238.00						
	Add : CGST-			6.00%			1034.28						
	Add : SGST-			6.00%			1034.28						
	Add : ROUND OFF-						0.44						
			1.000			0.00			1034.28		1034.28		0

Rupees Nineteen Thousand Three Hundred Seven Only

Total : 19307.00

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 :

For SHRI GANESH PUMPS & MACHINERY CENTRE

E.& O.E

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

TRUE COPY

SHRI GANESH PUMPS & MACHINERY CENTRE SEC'BAD

Authorised Signatory