PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21.03.23	Prepared by	V. RAVI	Serial no.	**15663**
Supplier name	Shah Decors.			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	01.06.21	PO/WO No.	77339	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	In 2122-0082	09.06.21	1180-00	☑ Yes ☐ No
2.	In 2122-0123	16.07.21	3540-00	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4720-00
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:	4720-00
Amount E – PO / WO value:	36084-00
Amount F – Difference (A – E):	31,364-00
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	24.03.23
Remarks:	final bill & close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		21/03/23			
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.

PROPERTIES PVT. LTD.
INWARD
No. 9695
Date 21/3/23
Sign.

Form for closure of purchase order

PO no.:	77339	PO date:	1.06.2021.	Req. no.:	182878	Advice Scan ID	
Barcoded PO available	□ Y/☑N	Invoice original available	□Y/☑N /□Copy available			POD available	☑Y/□ N

Data required from site/engineers:			
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 delivered at site, work completed (plot 280 & 400).			
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.			
Prepared by: Meenakshi.n	Sign: Meenakshi		Date: 15/03/2023.
Data required from accounts:			
□	Checked with E&D for receipt of bills.		
~~☑ Bills not received against this PO.~~	☑ Part bill received against this PO.		□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:		Date of payment:
Details of part bill received:			

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	0082	9-6-21	33515/-	Yes
2.				
3.				

Remarks by Accountants:		
Prepared by: Sangeetha	Sign: 15/3/23	Date: 15/3/23
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		
Prepared by:	Sign:	Date:
Remarks by Ravi + details of bills to be approved:		

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Need certified bill copy from vendor & Material physical photo copy enclosed & there is no other PO.		
Prepared by: Ravi	Sign:	Date: 16/3/23
Advice by MD - action to be taken.		

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
17 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Shah Decors
3rd Floor, 1-10-74/1,
Begumpet, Hyderabad - 500016
TIN Number : 36575898133
GSTIN : 36AEYPS0965A1Z4
PAN Number: AEYPS0965A

Tax Invoice
 # IN2122-0123

Balance Due
3,540.00

Bill To
Modi Properties Pvt. Ltd.,
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad -
500003 Telangana
India
GSTIN 36AABCM4761E1ZM

Ship To
Plot No.280, Road No.25, Road
Opposite Spicy Venue Restaurant,
Jubilee Hills,
500037 Telangana
India

Invoice Date :	16/07/2021
Terms :	Due on Receipt
Due Date :	16/07/2021
P.O.# :	77339/182878, 01.06.2021
Sales person :	RDS

Place Of Supply: Telangana (36)

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	Installation Charges Carpet installation charges	995475	200.00 Sq. feet	15.00	270.00 9%	270.00 9%	3,000.00

Sub Total	3,000.00
CGST (9%)	270.00
SGST (9%)	270.00
Total	**3,540.00**
Balance Due	**3,540.00**

Total In Words: ***Rupees Three Thousand Five Hundred Forty Only***

A/c Name - Shah Decors | A/c No. - 386705000863 | ICICI Bank, Liberty X Roads Branch | IFSC - ICIC0003867

Terms & Conditions

1. Payments to be made by A/ c payee cheque/D.D favouring M/S Shah Decors
2. Goods once sold will not be taken back / exchanged.
3. Our risk and responsibility ceases once goods are delivered.
4. Interest shall be charged @ 25% PA if the bill is not paid with in 30 days.
5. All disputes are subject to Hyderabad jurisdiction only.
6. We are registered under MSME (UAN: TS09E0044156).

Authorized Signature ____________________

Shah Decors
3rd Floor, 1-10-74/1,
Begumpet, Hyderabad - 500016
TIN Number : 36575898133
GSTIN : 36AEYPS0965A1Z4
PAN Number: AEYPS0965A

Tax Invoice

 # IN2122-0082

Balance Due
1,180.00

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Modi Properties Pvt. Ltd.,
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Telangana
India
GSTIN 36AABCM4761E1ZM

Ship To
Plot No.280, Road No.25, Road
Opposite Spicy Venue Restaurant,
Jubilee Hills,
500037 Telangana
India

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Terms :	Due on Receipt
Due Date :	09/06/2021
P.O.# :	77339, 01.06.2021
Sales person :	RDS

Place Of Supply: Telangana (36)

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	CARPET	57032090	215.28 Sq. feet	139.00	1,795.44 6%	1,795.44 6%	29,923.92
2	Transportation	996813	1.00	1,000.00	90.00 9%	90.00 9%	1,000.00

Sub Total	30,923.92
CGST (6%)	1,795.44
SGST (6%)	1,795.44
CGST (9%)	90.00
SGST (9%)	90.00
Rounding	0.20
Total	**34,695.00**
Payment Made	(-) 33,515.00
Balance Due	**1,180.00**

Total In Words: ***Rupees Thirty-Four Thousand Six Hundred Ninety-Five Only***

Thank you for the payment. You just made our day.

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Purchase Order

 15-03-2023 13:58:03 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Shah Decors	**Doc No**	77339	182878
1-10-74/1, 3 rd floor, Begumpet, Hyderabad-500016.	**Doc Date**	01-06-2021	
	Quote No	Nil	
GSTIN 36AEYPS0965A1Z4	**Quote Date**	01-06-2021	
66312191 6301194244	**SupplyType**	Supply	

Kind Attn : Mrs. Rajshree Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6015 - Miscellaneous - Carpet - NA - sft *Carpet tile, PET Carpet tile, AC-CTY00005*	220.00	139.00	0.00	18.00	36,084.40
				Total Order Value . . .		**36,084.40**

Rupees : Thirty Six Thousand Eighty Four and Paise Fourty Only.

Terms and Conditions :-

Specification /	Item shall be of 'Well spun flooring, Color way(CG SH), Rate per sft is Rs. 139+ GST
Payment Terms	After delivery and production of bill
Tax	All taxes included in above price.
Delivery Date	Within 5 days.
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation	Transportation charges extra as per actuals
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for laying at Club House. Installation extra @ Rs. 15+gst per sft. extra to be paid after installation.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

Accepted the above Terms And Conditions

For ***Modi Properties Pvt.Ltd.***

For ***Shah Decors***

Authorised Signatory

Date : __/__/____

Name : ____________________

Name : ____________________

Contact - -

Work completed as plot size given.

16/03/23

OK
16/3/23

ORIGINAL

Tax Invoice

 # IN2122-0123

Balance Due
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Shah Decors
3rd Floor, 1-10-74/1,
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Sales person :	RDS

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SHAH DECORS
Begumpet

Shah Decors
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Begumpet, Hyderabad - 500016
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Hyd
Begumpet