

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/03/23		Prepared by		V. RAVI		Serial no.		15676	
Supplier name		Mahayandi Marichiy						HO inward no.			
Firm/Company		SOVLUP		Project		SOV-111		HO received date			
PO/WO date		23/11/23		PO/WO No.		94265		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	185	29.01.23	17,472-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		17,472-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	116944	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:		17,472-00	
Amount E – PO / WO value:		17,472-26	
Amount F – Difference (A – E):		0.26	
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		50%. Advance Paid.	
Remarks: final bill & close this PO			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		24/03/23			
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.



Form for closure of purchase order

PO no.: 94265	PO date: 23/11/22	Req. no.: 184816	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO 116944				
☐ 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:				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC's proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: B. Meenakshi	Sign:	Date: 18/3/23.		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☐ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☒ Advance paid against this PO	Amount paid: 8,736/-	Date of payment: 21/12/22		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
Remarks by Accountants:				
Prepared by: P. Ramu	Sign:	Date: 20/3/23		
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: Certified true copy required from vendor.				
Prepared by: Ravi	Sign:	Date:		
Advice by MD - action to be taken.				
☒	Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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
23 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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20-03-2023 12:09:54

Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Mahanandi Marketing
Shed no D3/3, Door no 1-6-43/3/11, Kanajiguda, Alwal, Mutyamreddy
estate, Hyderabad-500015

GSTIN 36BANPC1655H1ZR

7207169169

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Doc No	94265	184816
Doc Date	23-11-2022	
Quote No	Nil	
Quote Date	23-11-2022	
SupplyType	Supply	

Kind Attn : Satish Chowdary

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 161800 - FUNF-Furniture & fixtures - HOB--Hindware-Sara Plus 4b - - - Nos	1.00	9,892.00	0.00	18.00	11,672.56
2 832100 - FUNF-Furniture & fixtures - Chimney--Hindware-Clara Neo Blk-SS60 - - - Nos	1.00	4,915.00	0.00	18.00	5,799.70
Total Order Value . . .					17,472.26

Rupees : Seventeen Thousand Four Hundred Seventy Two and Paise Twenty Six Only.

Terms and Conditions :-**Specification /** All items are Hindware brand, stainless steel, Chimney with pipe 10 ft.**Payment Terms** 50% advance balance against delivery**Tax** All taxes are included in above prices**Delivery Date** With in 5 days**Delivery Location** Silver Oak Villas Part III
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0**Penalty For Delay** Nil**Transportation** Extra as per actuals**Warranty** Chimney 5 years and Hob 1 year warranty.**Advance Paid** Rs-8,736.00**Other Terms** We reserve the rights to reject the items is not confirming specification, breakage is in suppliers account, above order is for villa no 152 purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mahanandi Marketing**

Name : _____

Name : _____

Date : __/__/__

(ORIGINAL FOR RECIPIENT),

State Name : Telangana, Code : 36

Place of Supply : Telangana

94265/184816

Amount Chargeable (in words)

E. & O.E.

INR Seventeen Thousand Four Hundred Seventy Two Only

Tax Amount (in words) : **INR Two Thousand Six Hundred Sixty Five and Twenty Six paise Only**

for MAHANANDI MARKETING



Authorised Signatory

SUBJECT TO HYDERBAD JURISDICTION

This is a Computer Generated Invoice

(DUPLICATE FOR TRANSPORTER)

Shed.1, 1/3, Door.No.1-6-43/3/11
Muthyam reddy estate, near yadamma nagar, kanajiguda
Alwal, Secunderabad-500015, Medchal-Malkajgiri, TS
GSTIN/UIN: 36BANPC1655H1ZR
State Name : Telangana, Code : 36
Contact : 8790734830
E-Mail : mahanandimarketing169@gmail.com
Consignee (Ship to)

SY NO:-11,12,14,15,16,17,18,294, CHERLAPALLY
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36

5-4-187/3&4,2ND FLOOR,MG ROAD,SEC-BAD
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36
Place of Supply : Telangana

94265/184816

TS08UJ3697

INWARD	
Inward No: 3420	Dr: 30/1/13
MRN No:	Dr:
Received By:	Sign: 
(Silver Oak Villas-Part-III)	

E. & O.E.

Tax Amount (in words) : INR Two Thousand Six Hundred Sixty Five and Twenty Six paise Only

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Branch & IFS Code: **ALWAL & HDFC0000632**

for MAHANANDI MARKETING

Seal and Signature



The image shows a handwritten signature in black ink, which appears to be 'G. S. S.', written over a circular blue ink stamp. The stamp contains the text 'MODI PROPERTIES PVT. LTD.' around the perimeter and 'SEC'BAD' in the center.



Authorised Signatory

This is a Computer Generated Invoice