PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/08/23	Prepared by	V. RAVI	Serial no.	19895
Supplier name	Sree Ramakrishna Engg co			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R	HO received date	
PO/WO date	20/01/23	PO/WO No.	96319	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	436	23/01/23	15,562-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A = Bills total (Excluding Transport & Hamali Charges):	15,562-00
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:	15,562-00
Amount E – PO / WO value:	15,561-84
Amount F – Difference (A – E):	0.16
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	12/8/23.
Remarks:	final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		11/8/23.			
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.

ODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 5723
Date 11/8/23
Sign. 3

Form for closure of purchase order

PO no.: 96319	PO date: 20/01/23	Req. no.: 208761	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: Full material received

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: Sk. Goushe Sign: Date: 8/8/23

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:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: Advance not Paid. 11/8/23 (RAVI)

Prepared by: Rajyalaxmi Sign: Date 9/8/23

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.				
4.				
5.				

Remarks: Certified True copy get from Vendor.

Prepared by: Ravi Sign: Date: 09/08/23

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
11 AUG 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 08-08-2023 12:51:33 Original / Office Copy / Purchase Div.Copy

om Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sree Ramakrishna Engineering Company	**Doc No**	96319	208761
H no- 5-528/10, Mirza complex, Hill street, Ranjgunj, Secunderabad-500003	**Doc Date**	20-01-2023	
	Quote No	Nil	
GSTIN 36BELPB0230B2ZC	**Quote Date**	17-01-2023	
040-27712689 9000022212	**SupplyType**	Supply	

Kind Attn : I Ravi Kiran

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	355400 - PLUM-Plumbing - Dewatering self priming monoblock pump Three Phas - 2HP - Nos *Single Phase (delivery size 2inches)*	1.00	18,840.00	30.00	18.00	15,561.84
				Total Order Value . . .		**15,561.84**

Rupees : Fifteen Thousand Five Hundred Sixty One and Paise Eighty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% advance
Tax	Inclusive of all taxes
Delivery Date	Within 2-3 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	15,562/-By RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site gardening work purpose.
Completion Date	NA
Measurment	NA
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 ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sree Ramakrishna Engineering Company***

Name : ____________________

Name : ____________________

Date : __/__/____

160	[illegible]	[illegible]	SSUP	(1) Alcohol Breath Analysis Machine		01	Nos	[illegible]	[illegible]	-do-	-do-	[illegible]
161	[illegible]	"	SSUP	(1) Electrical wire Blue 4 Sq. x 90 mtr		02	Nos	[illegible]	[illegible]	-do-	-do-	[illegible]
				(1) -do- Black 4 Sq. x 90 mtr		06	Nos					
				(1) -do- Yellow 2.5 Sq. x 90 mtr		8	Nos					
				(1) -do- Black 2.5 Sq. x 90 mtr		[illegible]	Nos					
				(1) -do- Green 2.5 Sq. x 90 mtr		[illegible]	Nos					
				(1) -do- Red 1 Sq. x 90 mtr		[illegible]	Nos					
				(1) -do- Yellow 1 Sq. x 90 mtr		[illegible]	Nos					
				(1) -do- Black 1 Sq. x 90 mtr		[illegible]	Nos					
				(1) -do- Green 1 Sq. x 90 mtr		4	Nos					
				(1) Insulation tape		20	Nos					
162	[illegible]	"	SSUP	(1) Electrical wire Blue 4 Sq. x 90 mtr		02	Nos	[illegible]	96524	-do-	-do-	[illegible]
163	[illegible]	[illegible]	[illegible]	(1) [illegible]		02	Nos	436		-do-	-do-	[illegible]
			[illegible]	2 [illegible]								
164	[illegible]	[illegible]	[illegible]	(1) [illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-do-	-do-	[illegible]
				(2) [illegible]	[illegible]	[illegible]	[illegible]					
165	[illegible]	"	[illegible]	(1) [illegible]		01	Nos	[illegible] / 4139	96533	-do-	-do-	[illegible]
166	[illegible]	"	[illegible]	(1) [illegible]		04	Nos	4261	96531	-do-	-do-	[illegible]
167	[illegible]	"	-do-	(1) [illegible]		04	Nos	4262	[illegible]	-do-	-do-	[illegible]
168	[illegible]	"	[illegible]	(1) [illegible]		01	Nos	578	96524	-do-	-do-	[illegible]
169	[illegible]		[illegible] Engineering	(1) [illegible]		2[illegible]	Nos	[illegible] / 1869	[illegible]	-do-	-do-	[illegible]

Tax Invoice

(ORIGINAL FOR RECIPIENT)

SREE RAMA KRISHNA ENGG. CO.
MIRZA COMPLEX
HILL STREET, RANIGUNJ
SECUNDERABAD
Ph No 9000022212
E-Mail : sreerkenterprises@gmail.com
GSTIN/UIN: 36BELPB0230B2ZC
State Name : Telangana, Code : 36

Enriching Lives

Invoice No. **436**	Dated **23-Jan-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date. **436 dt. 23-Jan-23**	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Consignee (Ship to)

MODI REALTY MALLAPUR LLP
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANTION, M G ROAD, SECUNDERABAD, Hyderabad,
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Contact : 9502277299

Buyer (Bill to)

MODI REALTY MALLAPUR LLP
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANTION, M G ROAD, SECUNDERABAD, Hyderabad,
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana
Contact : 9502277299

Sl No.	Description of Goods	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**KIRLOSKAR PUMPS** *Sr No :A23abv000656* *2 H.P Monoblock S/p* *2.5mm X 50mm*	**1 NOS**	15,561.84	13,188.00	NOS		**13,188.00**
	SGST						**1,186.92**
	CGST						**1,186.92**
	3 ROFF						**0.16**
	Total	**1 NOS**					**₹ 15,562.00**

"TRUE COPY"

Amount Chargeable (in words)

E. & O.E

INR Fifteen Thousand Five Hundred Sixty Two Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	13,188.00	9%	1,186.92	9%	1,186.92	2,373.84
Total:	**13,188.00**		**1,186.92**		**1,186.92**	**2,373.84**

Tax Amount (in words) : **INR Two Thousand Three Hundred Seventy Three and Eighty Four paise Only**

Company's PAN : **BELPB0230B**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
TERMS& CONDITION
1)Warranty as per company norms
2) Supply against Advance payment
3) Goods once sold will not be taken back

Company's Bank Details
A/c Holder's Name : **SREE RAMA KRISHNA ENGINEERING COMPANY**
Bank Name : **YES BANK**
A/c No. : **041361900000510**
Branch & IFS Code : **R.P ROAD & YESB0000413**

for SREE RAMA KRISHNA ENGG. CO.

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice