PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/9/23	Prepared by	V. RAVI	Serial no.	
Supplier name	Ganapathi Iron & Cement Syndicate			HO inward no.	
Firm/Company	MRMLLP	Project	AG.H.	HO received date	
PO/WO date	29.03.22	PO/WO No.	8C863.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	898	31.03.2022	76,105-00	□ Yes ☑ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	76,105-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	105679	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:	76,105-00
Amount E – PO / WO value:	74,912.60
Amount F – Difference (A – E):	⊖ 1192.40
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	100% Advance paid.
Remarks:	find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		29.09.23			
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.:	86863	PO date:	29/03/22	Req. no.:	165111	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	105679.	
□ 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 @ site.		

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: Jakir	Sign: for	Date: 27/09/23.

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 100%.	Amount paid: 74,913-00	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: Bills not received.

Prepared by: Rukmini	Sign:	Date: 27/09/23

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.	898	31.03.2022	76,105-00	105679
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed photocopy of invoice in Books of A/c.

Prepared by: Ravi	Sign:	Date: 27/09/23

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
27 SEP 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 27-09-2023 17:27:11 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty (Miryalguda) LLP**
5-4-187/3&4,II nd Floor, M.G.Road, Secunderabad-500 003.
G S T No. : 36ABCFM6774G2ZZ

Supplier Details			
Ganapathi Iron & Cement Syndicate	**Doc No**	86863	165611
D. No. 19-1031/1/1, TVS Show room, Sagar Road, Miryalaguda.	**Doc Date**	29-03-2022	
	Quote No	NIL	
GSTIN 36CRZPD8080P1Z0	**Quote Date**	29-03-2022	
9866322750	**SupplyType**	Supply	

Kind Attn : Mr. Saidi Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8120 - Steel - rebar - TMT - 8mm - kgs	398.00	73.05	0.00	18.00	34,307.20
2	8114 - Steel - rebar - TMT - 10mm - kgs	129.00	73.05	0.00	18.00	11,119.67
3	8115 - Steel - rebar - TMT - 12mm - kgs	288.00	72.05	0.00	18.00	24,485.47
4	2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	50.00	84.75	0.00	18.00	5,000.25
	Total Order Value . . .					**74,912.60**

Rupees : Seventy Four Thousand Nine Hundred Twelve and Paise Fifty Nine Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs 74,913/- Through RTGS on 04/04/2022.
Other Terms	Payment as per actual receipt of material.Above material for west side tot-lot commpound wall purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Realty (Miryalguda) LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Ganapathi Iron & Cement Syndicate***

Name : ____________________

Name : ____________________

Date : __/__/____

Po: 86863,

GSTIN : 36CRZPD8080P1Z0 **GST INVOICE** Cell: 98663 22750, 91105 06757

గణపతి ఐరన్ & సిమెంట్ సిండికేట్

డీలర్: కామధేను TMT స్టీల్, కామధేను Iron Sheet,
కామధేను పైప్స్, వైజాగ్ స్టీల్స్ మరియు సాగర్ సిమెంట్, KCP సిమెంట్,
TMT బార్స్, హార్డ్‌వేర్ అన్నిరకములు లభించును
D.No.19-1031/1/1, TVS షోరూం దగ్గర, సాగర్ రోడ్, మిర్యాలగూడ.

Sl. No. 898 Date. 31/03/2022

Sri. MODI Realty (Miryalaguda) LLP Miryalaguda

Truck No. TS05UE0922 Way Bill No.

GSTIN No. 36ABCFM6774G2Z2

Sl. No.	Qty.	Description of Goods	HSN Code	Rate	Amount Rs.	Ps.
1	396-700kg	8mm kamy 85M- densteel	7214 2090	73.05	28.978	93
2	131-300kg	10mm kamdh 194-	7214 2090	73.05	9591	46
3	291-900kg	12mm kam 290-	7214 2090	72.05	~~28.236~~ 21.031	~~39~~ 39
4	50-kg	Binding wire 10x5-kg	721710	84.75	4237	50
		auto frigat + Hamali			656	40

Bank of Baroda, A/c. No. 49620200000158 IFSC BARB0MIRYAL. MIRYALGUDA.			
	Total Taxable Amount	~~64,~~ 64,493	~~25~~ 25
	Add. CGST @	5804	57
	Add. SGST @	5804	57
	Round off (+/-)	+	57
	TOTAL AMOUNT	76.105	40

All Subject to Miryalaguda Jurisdiction only.
Goods once sold cannot be taken back. Signature.

INWARD
Inward No: 15221 Date: 31/03/22
MRN No: 105679 4/04/2022
Received By: security Sign:
Modi Realty (Miryalaguda) LLP

"TRUE COPY"