

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	7/05/22	Prepared by	Vanajathp	Serial no.	3786
Supplier name	SSTP Shubam Enterprises			HO inward no.	
Firm/Company	mtmup	Project	Gmr	HO received date	
PO/WO date	6/03/22	PO/WO No.	87119	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SE/22-23/117	13/04/22	835/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):

835/-

Proof of delivery by way of: ☐ DCA bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	106085	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B - Other Credits : Transportation charges

-

Amount C - Other Debits :

-

Amount D (D=A+B-C) - Amount to be credited to the supplier:

835/-

Amount E - PO / WO value:

835/-

Amount F - Difference (A - E):

-

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

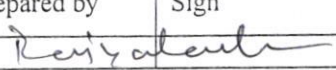
16/05/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathp				
Sign:					
Date	7/05/22	07 MAY 2022			
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.:		PO date:		Req. no.:	
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:					
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
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.			
☐	All bills received against this PO.				
☐	Advance paid against this PO.	Amount paid			
Remarks by Accountants:					
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
		1/1			
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:					
Prepared by		Sign		Date	

Ph : (O) : 66318150

: 66568151

: 29308151



SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.

E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/22-23/117

Date : 13-Apr-22

P.O. No. : 87119 // 193040

Date : 13-Apr-22

Reverse Charge (Y/N) : No

D.C. No. : COLLECTED BY OWN Date : 13-Apr-22

State : Telangana

State Code : 36

Vehicle No. :

E-Way Bill No. :

Bill to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)

GSTIN No.: 36AAEFM1459R1ZP

Ship to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)

GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs.	AMOUNT Rs.
12M METAL BOX	85381010	12.00 NOS.	59.00	708.00
CGST TAX 9 %				63.72
SGST TAX 9%				63.72
ROUNDED				(-)0.44
				835.00



of mail

INWARD

MODI REALTY MALLAPUR LLP

Ward No 8/24 Dt 13/4/22

MRN No 106085 Dt 14/4/22

Received By [Signature] Sign 13/4/22

Indian Rupees Eight Hundred Thirty Five Only

Despatched Through :

Destination :

SUDHAKAR
PIPES AND FITTINGS

Honeywell
THE POWER OF CONNECTED

norisys®



Bharat M.S. Pipes

**HAVELLS**

MODI'S 

CASING 'N' CAPPING | CONDUIT PIPE
TRUNKINGS | TAPES | FLEX FIT

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.

E.&O.E.

For **SHUBHAM ENTERPRISES**

4. Cheque return Charges Rs. 500/-

5. Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**

IFS Code : PUNB0363100







Purchase Order

Page(s) 1 Of 1

24-04-2022 1:09:45 PM

Original / Office Copy / Purchase Div.Copy

From 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

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

040-66318150/23468151
9849153774

6656-8151..

Doc No 87119 193040
Doc Date 06-03-2022
Quote No Nil
Quote Date 05-04-2022
SupplyType Supply

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 4610 - Electrical - other - Metal box - 12way - nos	12.00	59.00	0.00	18.00	835.44

Total Order Value . . . 835.44

Rupees : Eight Hundred Thirty Five and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand All items shall be of 1st qty. heavy & good qty

Payment Terms After delivery of all materials & Production of bill

Tax All taxes included in above price.

Delivery Date Same Day

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, Admin 9502211011

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

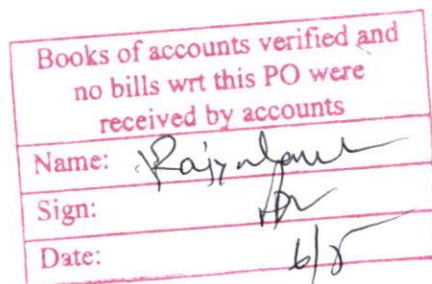
Other Terms We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for club house second floor work purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks



For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Name : _____

Date : __/__/__

