PURCHASE DIVISION

Advice for approval for credit to supplier

Date	9/5/22	Prepared by	Manu	Serial no.	3840
Supplier name	Sri Sai Vishal Enterprises			HO inward no.	
Firm/Company	MRMHNP	Project	GMR	HO received date	
PO/WO date	9/2/22	PO/WO No.	85343	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	010	6/5/22	10,500/-	□ Yes □ No
2				□ Yes □ No
3				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	10,500/-

Proof of delivery by way of: □ DC's/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	Solid Block report enclosed	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:	10,500/-
Amount E – PO / WO value:	125,000/-
Amount F – Difference (A – D):	114,500/-
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	16/5/22
Remarks	part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	9/5/22				
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.:	85343	PO date:	9/2/22	Req. no.:	192818	Advice Scan ID	
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: Balance material required.

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
B.NANDINI	[signature]	5/4/22	M.Ramprasad	[signature]	5/4/22

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.	164, 165 & 160
☐	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
Rajyalakshmi		25/4			

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

TAX INVOICE

✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.

Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN : 36ACZPL1512H1ZF

(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s MODI Reality Mallipur LLP

NFC

Party GSTIN 36AAEFM1459R1ZP

Inv. No. 010 Date : 06.05.22

D.C. No. 010 Date :

P. O. 85343 Date :

Payment

State : **TELANGANA** Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Cement Solid Bricks					
	4X8X16 →		500	21	No's	10,500 = 00
	6X8X16					
	6X8X12					

SUMMIT SALES LLP IN WARD No: 94140 Date: 7/5 Sign: R.R. DIST.

Rupees in words Ten Thousand Five Hundred only

TOTAL	10,500 = 00
SGST @ %	-
CGST @ %	-
GRAND TOTAL	10,500 = 00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368 **Branch :** Nacharam

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

TAX INVOICE

© : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.

Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN : 36ACZPL1512H1ZF

(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s MODI Reality Hallipru LLP

NPL

Party GSTIN 36AAEFM1459R1ZP

Inv. No. 019 Date : 06.05.22

D.C. No. 010 Date :

P.O. 82302 Date :

Payment

State : TELANGANA Code : 36

S.No	PARTICULARS	HSN CODE	QTY	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Cement Solid Bricks					
	4X8X16		500	21	Nos	10,500=00
	6X8X16					
	6X8X12					

Rupees in words Ten Thousand Five Hundred

TOTAL	10,500=00
SGST @ %	-
CGST @ %	-
GRAND TOTAL	10,500=00

Name : SRI SAI VISHAL ENTERPRISES

Bank Name : HDFC BANK

Account No. : 50200042541343

IFSC Code : HDFC0000388 Branch : Nacharam

E. & O.E.

For SRI SAI VISHAL ENTERPRISES

Purchase Order

 09-02-2022 13:38:15

85343
31.01.22 4:53:34

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

Sri Sai Vishal Enterprises
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.

GSTIN 36ACZPL1512H1ZF
9391029193 9391029193

Doc No	85343	192818
Doc Date	09-02-2022	
Quote No	Nil	
Quote Date	19-05-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	3,000.00	21.00	0.00	0.00	63,000.00
2 1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	2,000.00	31.00	0.00	0.00	62,000.00

Total Order Value . . . 125,000.00

Rupees : One Lakh(s) Twenty Five Thousand Only.

67 4ns
57 ans

Terms and Conditions :-

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other Balance material

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A & D Block brick work 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 deli vary /DC can be sent by email.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	010	6/5/22	10,500/-
2.			
3.			
4.			

APPROVED BY
10 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Name : ____________

Date : __/__/____

Requisition Form - Cement Blocks

Company	Modi realty mallapur LLP	Site & Phase	Gulmohar residency
Req. no.	192818	Req. Date	09.02.22
Material required before	Urgent	ID no	73681
Prepared by	A Janaki	Approved by (sign)	Ramprasad

Flat / Block no : for A&D blocks brick work purpose

S.No	Flat / villa type	Units	No. of flats / villas	Requirement per flat / villa - 6" Cement blocks (16"x8"x6")	Requirement per flat / villa - 4" Cement blocks (16"x8"x4")	Qty required - 6" Cement blocks (16"x8"x6")	Qty required - 4" Cement blocks (16"x8"x4")
1	Type A - 3BHK - 1,210 sft	Nos	-	-	-	-	-
2	Type C - 2BHK - 1,110 sft	Nos	-	-	-	-	-
3	Type C - 1BHK - 540 sft	Nos	-	-	-	-	-
4	Type D - 2BHK - 840 sft	Nos	-	-	-	-	-
	Total					-	

85343

S.No	Item Description	Units	Qty required	Stock at site	Balance Qty to be ordered
1	6" Cement blocks (16"x8"x6")	Nos	2,000.0	-	2,000.0
2	4" Cement blocks (16"x8"x4")	Nos	3,000.0	-	3,000.0
	Total				

Note: 10% of blocks must be half size

APPROVED
10 FEB 2022

APPROVED BY
10 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

10 FEB 2022

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi Realty Mallapur LLP	Requisition nos.:	192818	Total PO quantity:	5000
Project:	Gulmohar Residency	PO No(s).	85343	Quantity delivered in earlier period	3600
Block /Flat / Villa no.:	For F&G-block labour quarters work purpose	Total material delivered	No	Quantity delivered during week	500
Supplier:	Sri sai vishal enterprises	Close PO:	No	Balance quantity to be delivered	900
Sign of security		Sign of Admin	A. Javaki	Sign of Project manager	
Date		Date	7/04/22	Date	07/04/22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no	MRN No
1.	22.02.22	11:20	6"x8"x16	550	241	7708	104100
2.	23.02.22	12:00	6"x8"x16	550	242	7731	104145
3	23.02.22	12:00	6"x8"x16	550	243	7732	104146
4	24.02.22	11:00	4"x8"x16	800	245	7749	104281
5	28.03.22	11:30	6"x8"x16	350	256	8004	105473
6	31.03.22	11:15	4"x8"x16	800	263	8037	105648

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No	Inward no	MRN No
1	06.04.22	8:00	4"x8"x16	500	010	8068	105814
Total				**4100**			

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.