PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date	10/05/22	Prepared by	Ramya	Serial no.	3866
Supplier name	Rajadhani Tiles Co			HO inward no.	
Firm/Company	M&H P Ltd	Project	SOV-III	HO received date	
PO/WO date	21/12/21	PO/WO No.	83862	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	119	20/1/22	2,205/-	□ Yes □ No
2				□ Yes □ No
3				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	2,205/-

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

MRN nos.:	102405	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:	2,205/-
Amount E - PO / WO value:	2,205/-
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:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	10/05/22				
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.

TAX INVOICE

CASH / CREDIT

© : 9848525411
: 8885561492

RAJADHANI TILES COMPANY

MARBLES & GRANITE

Dealers in : Rajastan Marbles, Granite, Kota Stone, Bangalore Stone, Tandur Stone and all types of Parking & Flooring Tiles

Plot No. 78, H.No. 4-40/7/2, Nagaram Village, Keesara Mdl., Medchal Dist - 500 083.

Invoice No. No 119 - **GSTIN : 36AAPPU3108E1ZM**

Date : 20/1/2022

Billed to :

Name : Modi Housing Pvt.Ltd

Address Turkapally
Hyderabad

State Telangana Code 36

Party GSTIN : 36AADCM5906D2Z0

Mode of Supply (Transportation)

Place of Supply :

P.O. No. : 83862

State Code : **TELANGANA - 36**

Vehicle No. Self

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE	UNIT PRICE	AMOUNT Rs. Ps.
1)	cuddapah stone 3x0.6x12	2515	36	25	sft	900
2)	cuddapah stone 4x0.6x12		48	25	sft	1200

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 93962
Date: 2/5/22
Sign.

Electronic Reference Number : [illegible]	
Total Taxable Value	2100
CGST @ 2.5 %	52.5
SGST @ 2.5 %	52.5
IGST @ — %	—
(Subject to Reverse Charges)	—
GRAND TOTAL	2,205

Rupees in words Two Thousand two Hundred and five rupes only

BANK DETAILS

Bank Name : ICICI BANK

Account No. : 131805500546

IFSC Code : ICIC0001318 **Branch : Kapra**

1. Interest @ 18% will be strictly charged extra of bills are not paid within ....days.
2. We are not responsible for transit damages.
3. No rejection is entertained beyond 15 days from the date of receipt of material your end.
4. All disputes are subject to Hyderabad Jurisdiction.

For **RAJADHANI TILES COMPANY**

Receiver's Signature with Seal

✆ : 9848525411
: 8885561452

TAX INVOICE

CASH / CREDIT

RAJADHANI TILES COMPANY

MARBLES & GRANITE

Dealers in : Rajastan Marbles, Granite, Kota Stone, Bangalore Stone, Tandur Stone and all types of Parking & Flooring Tiles

Plot No. 78, H.No. 4-40/7/2, Nagaram Village, Keesara Mdl., Medchal Dist - 500 083.

Invoice No. No 1 1 9 **GSTIN : 36AAPPU3108E1ZM** Date : 20/1/2022

Billed to :

Name : Modi housing Pvt.Ltd

Address : Turkapally
Hyderabad

State : Telangana Code : 36

Party GSTIN : 36AADCM6406D9Z0

Mode of Supply (Transportation)

Place of Supply :

P.O. No. : 83563

State Code : TELANGANA - 36

Vehicle No.
Self

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE	UNIT PRICE	AMOUNT Rs. Ps.
1)	Cuddapah Stone 3x0.6x12	2516	36	25	Sft	900
2)	Cuddapah Stone 4x0.6x12		48	25	Sft	1200

Electronic Reference Number: Two Thousand Two	Total Taxable Value	2100
Rupees in words: Two Thousand Two Hundred and five rupees only	CGST @ 2.5 %	52.5
	SGST @ 2.5 %	52.5
	IGST @ — %	—
	(Subject to Reverse Charges)	—
	GRAND TOTAL	2205

BANK DETAILS

Bank Name : ICICI BANK

Account No. : 134805500546

IFSC Code : ICIC0001348 **Branch** : Kapra

1. Interest @ 18% will be charged extra of bills are not paid within .... days.
2. We are not responsible for breakages / damages.
3. No rejection is entertained beyond 15 days from the date of receipt of material your end.
4. All disputes are subject to Hyderabad Jurisdiction.

For **RAJADHANI TILES COMPANY**

Receiver's Signature with Seal

GVSH

Form for closure of purchase order

Data required from site/engineers:				
PO no.:	83862		PO date:	23/12/21
Req. no.:	185092		Req. date:	21/12/21
Material received		□ Part ☑ Full	MRN nos.:	102405
If material partially delivered then can balance material be ordered by new requisition/PO		☑ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No
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
Mallikarjun	[signature]	04/03/21	–	–	–

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	Bill Not Received

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S. Sridhar	[signature]	4/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Get certified copy
make advice
for credit!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

Purchase Order

 27-12-2021 11:53:37 AM

83862

5:35:00

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Rajadhani Tiles Company #Plot no. 78, Beside Sri Ram Kanta Weight Bridge, Nagaram, Keesara(M), R.R. Dist.	**Doc No**	83862	185092
	Doc Date	23-12-2021	
	Quote No	Nil	
GSTIN 36AAPPU3108E1ZM	**Quote Date**	21-12-2021	
9848525411	**SupplyType**	Supply	

Kind Attn : Mr. U.S. Mishra

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8517 - Stone - other - Cuddapah Stone - other - nos *Black colour - 3' x 6" x 12nos - in rft*	36.00	25.00	0.00	5.00	945.00
2	8517 - Stone - other - Cuddapah Stone - other - nos *Black colour - 4' x 6" x 12nos - in rft*	48.00	25.00	0.00	5.00	1,260.00
					Total Order Value . . .	**2,205.00**

Rupees : Two Thousand Two Hundred Five Only.

Terms and Conditions :-

Specification /	All items shall be of min.20mm maximum 25mm thickness.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	GVSH Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to qlty and specs. with full refund of money . Breakage in your a/c. Above order for at set of labour quarters at GVSH site purpose.
Completion Date	NA
Measurment	Final payment as per actual measurements on site.
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: P. Rameshkumar
Sign:
Date: 03/03/22

For ***Modi Housing Pvt.Ltd***
Authorised Signatory
28/12/2021
Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Rajadhani Tiles Company***

Date : __/__/____

Requisition Form

Company Name:	Modi Housing Pvt Ltd	Date:	21-12-2021
Site & Phase :	SOV III (GVSH)	Time:	10:30
Supplier		Req. No.	185092
Material required before date:	Urgent	ID No.	72262

No	Description	Size	Quantity	Units	Inward No	Date
1	Cement Jali 83859.	2'x 3'	12	No's		
2	Kadapa stone	4'x 0-6"	12	No's		
3	Kadapa stone 83862.	3'x 0-6"	12	No's		
4						
5						
6	Note: Delivery location is at GVSH site					
7						
8						
9						
10						

Remarks: For at set of labour quarters at GVSH site purpose.

Prepared By	MALLIKARJUN	Approved by	SACHIN MALVE
Sign.& Date	21-12-2021	Sign. & Date	21-12-2021

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
21 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

✆: 9848525411
: 8885561492

RAJADHANI TILES COMPANY

Plot No. 78, H.No. 4-40/7/2, Nagaram Village, Keesara Mdl., Medchal Dist - 500 083, Telangana.

M/s. Modi Housing Pvt. Ltd

No.: 113

Date: 18/01/2022

Order No.: 83862

Vehicle No. Self

S.NO.	PARTICULARS	QTY.	RATE	AMOUNT Rs. Ps.
1)	Cuddapah stone 3X0.6X12	36		
2)	Cuddapah stone 4X0.6X12.	48		
			TOTAL	

INWARD

Inward No: 1144 Dt: 18/01/22

MRN No: 102405 Dt: 19/01/22

Received By: Sign:

M.R.G.V SH

Goods once sold will not be taken back

Thank you E. & O.E. Signature

SUMMIT SALES LLP * R.R. DIST. *
INWARD No: 79714 Date: 18/5 Sign: