PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/9/22	Prepared by	Manoj	Serial no.	7927
Supplier name	Anand water proofing works			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	-	PO/WO No.	-	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	154	29/7/22	24,470/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,470/-
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:	24,470/-
Amount E – PO / WO value:	24,470/-
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	12/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj	Venkatesh			
Date	7/9/22	APPROVED 08 SEP 2022 P. VENKATESHWARLU MANAGER PURCHASE			
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.

TIN NO. : 36661200515 154 CASH CREDIT BILL

: 9885055344
✆: 9246808454
: 040-65263092

To May flower platinum

Mallapur

ANAND WATER PROOFING WORKS

Spl. In : Low Cost Constructions & All Water Proofing Systems

D.No. 38-15, # 68, Plot No. 87, Vinobha Nagar, Secunderabad - 94.

Date 29/8/22

Your work Order No PD NO: 7/231 Date________ Our D.C. No.________ Date 22/08/22

Documents sent through________

Sl. No.	DESCRIPTION	QTY	UNIT PRICE	AMOUNT Rs.	Ps
	Water Proofing works				
	Sump Grouting works	225.0	100/-	22,500	00
1	upper Basement Gelatha with Hand Grouting.	197.0 RFt	10/-	1970	00
	G.S.T > 0%.			0%.	
			TOTAL	24,470	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 98129 Date: 22/8/22 Sign:

Rupees: Twenty four thousand four Hundred Seventy only

For **Anand Water Proofing Works**

Babu

ID: 71231

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	1292	Date - site bills Register	10/08/2022
Company Name:	MPL	Site:	MFP
Name of Contractor	Anand Waterproofing.		
Nature of work	Waterproofing work		
Work done	From Date 29/07/2022	To Date	01/08/2022

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Grouting point in					
2.	Rainwater sump					
3.	Walls @ Upper					
4.	Basements.	225.00	100.00	No's	22,500.00	
5.	Gutha @ Upper					
6.	Basements.	197.00	10.00	Rft	1,970.00	
7.						
8.						
9.						
10.						
11.	Total:				24,470.00/-	

Bill required	☐ YES ☑ NO.	GST bill required	☐ YES ☑ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.		PO/WO date:	

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 10/8/2022	Date: 11/08/22	Date: APPROVED BY 12 AUG 2022 MANAGING DIRECTOR
Sign:	Sign: Nagalaxmi	Sign:

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

MEASUREMENT SHEET

Company Name:		MPL	Prepared by:		R.Ashok				
Project:		May Flower Platinum							
Work Description:		Grouting in Rainwater Sump Walls							
Contractor Name:		Anand Waterproofing							
Date:		10.08.2022							
			A	B	C				
S.No	**Item Head**	**Item Description**	**Length**	**Width**	**Height**	**No's**	**Quantity**	**Units**	**Total Head**
1	**Grouting in Rainwater Sump Walls**								
		Upper Basement	1.00	1.00	1.00	225.00	225.00	No's	**225.00**
2	**Gultha**	Upper Basement	177.00	1.00	1.00	1.00	177.00	Rft	
			20.00	1.00	1.00	1.00	20.00	Rft	**197.00**