PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Manoj	Serial no.	9355
Supplier name	Abdul Aziz			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.	031	10/10/22	19,411/–	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,411/–
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:	19,411/–
Amount E – PO / WO value:	19,411/–
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	17/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	Venkatesh			
Sign:	Manoj	APPROVED			
Date	11/10/22	12 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
MANAGER PURCHASE

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.

ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9908194281
9182242690

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkdecorators@gmail.com

Seller GST No.: 36AYAPA9482A2ZQ Pan No. AYAPA9482A Mode of Transport : Product Reference No. State : Telangana, State Code : 36	Invoice No. : 031 Invoice Date : Date of Supply : 10/10/2022 PO No. & Date :
Details of Receiver / Billed to : Name : Modi properties PVT LTD Address : Buyer GSTIN 36AABCM4761F1ZM State Telangana Code 36	**Details of Delivery Address :** Name : Address : Buyer GSTIN State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	light cutting coridors	998391	455	25	11,375
	light cutting club house		203	25	5075

SUMMIT SALES LLP
IN WARD
No: 10017
Date: 10/10/22
Sign:
R.R. DIST.

Total Invoice Amount : (Inwords) Ninteen thausand four hundred Eleven only	Total Amount Before Tax	16,450/-
	Add CGST @ 9 %	1480.5/-
	Add SGST @ 9 %	1480.5/-
	Add IGST @ %	
	Total Amount GST	2961-00
Goods once sold will not be taken back. Our responsibility ceases once delivery made.	Total Amount After Tax	19,411/-
	GST Payable on Reverse Charge	

For ABDUL AZIZ

ID: 71888

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

Sl. No. – site bills register	1345	Date - site bills Register	16/09/2022
Company Name:	MPL	Site:	MFP
Name of Contractor	Aziz		
Nature of work	False ceiling work		
Work done	From Date 01/09/2022	To Date	15/09/2022

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Light cutting in					
2.	false ceiling of					
3.	corridor of part (1)					
4.	5th, 7th & 9th floor					
5.	part (2) 3rd, 5th, 7th &	455.00	25.00	Nos	11,375.00	
6.	9th floor.					
7.	clubhouse 1st,					
8.	2nd, 3rd floor.	203.00	25.00	Nos	5,075.00	
9.					16,450.00	
10.	Add 18% GST				2,961.00	
11.	Total:				19,411.00/-	

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 MD
Date: 13/9/2022	Date: 17/09/22	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
17 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

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:		MPPL			Approved				
Project:		May Flower Platinum							
Work Description:		Light cutting in false ceiling of corrdiors and club house							
Name of the Contractor		Aziz							
Prepared By		K. Narender Redd							
Date:		15-09-2022							
S No.	**Item Head**	**Item Description**	**A**	**B**	**C**	**D**	**E=AxBxCxD**	**F**	**G=Sum of E**
			Length	**Width**	**Height**	**Nos.**	**Quantity**	**Units**	**Item Head Total**
	Light cutting in false ceiling of corrdiors and club house								
1	Lighcutting	Light cutting in false ceiling of corridors of							
		part - 1 - 5th, 7th, 9th floors	65.00	1.00	1.00	7.00	455	nos	
		part- 2 - 3rd, 5th, 7th, 9th floors							
									455
2	Lighcutting	club house 1st, 2nd, 3rd floors							
			203.00	1.00	1.00	1.00	203	nos	
									203

ESTIMATE SHEET						Approved	
Company Name:		MPPL					
Project:		May Flower Platinum					
Work Description:		Light cutting in false ceiling of corrdiors and club house					
Name of the Contractor		Aziz					
Prepared By		K. Narender Redd					
Date:		15-09-2022					
S No.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Item Head Total**
	Light cutting in false ceiling of corrdiors and club house						
1	Lighcutting	Light cutting in false ceiling of corridors of	455.00	nos	25.00	11,375.00	
		part - 1 - 5th, 7th, 9th floors					11,375.00
		part- 2 - 3rd, 5th, 7th, 9th floors					
2	Lighcutting	club house 1st, 2nd, 3rd floors	203.00	nos	25.00	5,075.00	
							5,075.00
		Total					16450
		GST					2961
		Grand Total					19411
	Amount in words Nineteen Thousand Four Hundred and Eleven rupees only						