PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/12/22	Prepared by	Deepa	Serial no.	11267
Supplier name	Sri sai Bricks Industry			HO inward no.	
Firm/Company	MRPHP	Project	NGH	HO received date	
PO/WO date	28/11/22	PO/WO No.	94432	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3	1/12/22	22,800/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,800/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☑ Solid block report ☐ Installation report	
MRN nos.: Brick Report attached	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:	22,800/-
Amount E – PO / WO value:	22,800/-
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	12/12/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	[signature]			
Sign:	[signature]	APPROVED			
Date	3/12/22	03 DEC 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.

Bill of Supply

SRI SAI BRICKS INDUSTRY

SY NO : 407, TCS BACK SIDE , ADIBATLA ,ORR SERVICE ROAD , RANGA REDDY DIST, 501510

Phone no.: 9492957430 Email: pavandhareddy@gmail.com

GSTIN: 36ADHFS9850N1Z7, State: 36-Telangana

Bill To:

MODI REALTY POCHARAM LLP

NILGIRI HIGHTS POCHARAM

Contact No.: 9849497484

Invoice No.: 3
Date: 01-12-2022

#	Item name	HSN/ SAC	Quantity	Price/ Unit	Amount
1	6X8X16 INCH (150X200X400)MM SOLID CEMENT BRICKS (DOC NO 94432/ 182325, DC NO:925,date :23/11/2022)	68101110	600	₹ 38.00	₹ 22,800.00
	Total		**600**		**₹ 22,800.00**

Invoice Amount In Words

Twenty Two Thousand Eight Hundred Rupees only

Payment Mode

Credit

Amounts:	
Sub Total	₹ 22,800.00
Total	**₹ 22,800.00**
Received	₹ 0.00
Balance	₹ 22,800.00
Previous Balance	₹ 0.00
Current Balance	₹ 22,800.00

SUMMIT SALES LLP
IN WARD
No: 102163
Date: 3/12/22
Sign:
R.R. DIST.

For, SRI SAI BRICKS INDUSTRY

SRI SAI BRICK INDUSTRY HYDERABAD

Authorized Signatory

Purchase Order

 28-11-2022 2:16:39 PM

94432
16.11.22 3:28:16

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50C
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Sri Sai Brick Industry sy no-407,Adibatla-Hyderabad	**Doc No**	94432	182325
	Doc Date	28-11-2022	
	Quote No	Nil	
GSTIN 36ADHFS9850N1Z7	**Quote Date**	28-11-2022	
7989384121	**SupplyType**	Supply	

Kind Attn : D.Rajeshwar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	600.00	38.00	0.00	0.00	22,800.00
					Total Order Value . . .	**22,800.00**

Rupees : Twenty Two Thousand Eight Hundred Only.

Terms and Conditions :-

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	Nilgiri Heights pocharam Phone. .9849497484
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 chemical 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.

For ***Modi Realty Pocharam LLP***

Authorised Signatory

28/11/22

Accepted the above Terms And Conditions

For ***Sri Sai Brick Industry***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	Modi Reality Pocharam LLP	Date:	28-11-2022			
Site & Phase :	NGH	Time:	15.05			
Unit No./Block No.						
Supplier:	Sri Sai Brick Industry	Req. No.	182325			
Material required before date:	received	ID No.	81939			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL8696-Building Material-Solid Block---150MMX200MMX400MM-Nos 9443v	600	0	600		
2			0	0		
3			0	0		
4			0	0		
5			0	0		
6			0	0		
7			0	0		
8			0	0		
9			0	0		
10			0	0		
Remarks:	for labour qaurters brick work purpose .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay raj					
Sign & Date:						

APPROVED
28 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Internal memo no. 903/35/A
Annexure -D
Cement Blocks – Weekly Delivery Report

Company/ firm:	MRP LLP	Requisition nos.:	182325	Total PO quantity:	600
Project:	NGH	PO No.	94432	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	600
Supplier:	Sri Sai brick Industry	Close PO:	Yes	Balance quantity to be delivered:	-
Sign of security		Sign of Admin		Sign of Project manager	
Date :		Date :	2/12/22	Date :	

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	23.11.22	10:00	6" x 8" x 12"	600	925	12138	114547
2.							
			Total	600			

Remarks:

Note: 1. Report to be emailed to purchase@modiproperties.com and report-audit@modiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated. 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.