PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/12/22	Prepared by	K. Mounika	Serial no.	**11667**
Supplier name	Sri Sai Bricks Industry.			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	05/12/22	PO/WO No.	94684	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4	06/12/22	46,800/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	46,800/-
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:	46,800
Amount E – PO / WO value:	52,000
Amount F – Difference (A – E):	5,200
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	19/12/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venu			
Sign:		APPROVED			
Date		14 DEC 2022			
Approval limit	Upto 20k	Above 20k (B. VENKATESHWARLU MANAGER PURCHASE)	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:

NILGIRI ESTATES

NILGIRI ESTATE, SY.NO 143,133,134,135,136,RAMPALLY VLG,

Contact No.: 9030931172

Place of Supply: 36-Telangana
Invoice No.: 4
Date: 06-12-2022

#	Item name	HSN/ SAC	Quantity	Price/ Unit	Amount
1	4X8X16(100X200X400)MM SOLID CEMENT BRICKS (DC :2061, date :06/12/2022)	68101110	900	₹ 26.00	₹ 23,400.00
2	4X8X16(100X200X400)MM SOLID CEMENT BRICKS (DC:2062 date 06/12/2022)	68101110	900	₹ 26.00	₹ 23,400.00
	Total		**1800**		**₹ 46,800.00**

Invoice Amount In Words

Forty Six Thousand Eight Hundred Rupees only

Payment Mode

Credit

Amounts:

Sub Total	₹ 46,800.00
Total	**₹ 46,800.00**
Received	₹ 0.00
Balance	₹ 46,800.00
Previous Balance	₹ 0.00
Current Balance	₹ 46,800.00

For, SRI SAI BRICKS INDUSTRY

Authorized Signatory

SUMMIT SALES LLP
IN WARD
No: 16228
Date: 7/12/22
Sign:
R.R. DIST.

Purchase Order

 05-12-2022 4:38:53 PM

94684
29.11.22 5:43:09

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Sri Sai Brick Industry sy no-407,Adibatla-Hyderabad	**Doc No**	94684	175557
	Doc Date	05-12-2022	
	Quote No	Nil	
GSTIN 36ADHFS9850N1Z7	**Quote Date**	03-12-2022	
7989384121	**SupplyType**	Supply	

Kind Attn : D.Rajeshwar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	955200 - BUIL-Building Material - Solid Block-- - 100mmX200mmX400mm - Nos	2,000.00	26.00	0.00	0.00	52,000.00
			Total Order Value . . .			**52,000.00**
	Rupees : Fifty Two Thousand Only.					

Terms and Conditions :-

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. For Planter Box 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 ***Nilgiri Estates***

Authorised Signatory

Venu 05/12/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Sri Sai Brick Industry***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	NE	Date:	05.12.22			
Site & Phase :	NE	Time:	12:10			
Unit No./Block No.						
Supplier:		Req. No.	175557			
Material required before date:	06.12.22	ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL9552-Building Material-Solid Block---100MMX200MMX400MM-Nos	2000	0	2000		
2			0	0		
3			0	0		
4			0	0		
5			0	0		
6						
7						
8						
9						
10						
Remarks:	for swimming pool dressing room purpsoe .					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						

APPROVED
05 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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

Company/ firm:	NE	Requisition nos.:	175557	Total PO quantity:	2000
Project:	NE	PO No.	94684	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	villa	Total material delivered	Yes	Quantity delivered during week:	1800
Supplier:	Sri Sai brick Industry	Close PO:	Yes	Balance quantity to be delivered:	-
Sign of security		Sign of Admin		Sign of Project manager	
Date :	12/12/22	Date :	12/12/22	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.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	06.12.22	10:00	4" x 8" x 12"	900	2061	22962	MRN closed
2.	06.12.22	11:00	4" x 8" x 12"	900	2062	22963	MRN closed
			Total	1800			

Remarks:

Note: 1. Report to be emailed to purchase@modiprpertie.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.