PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	1/01/23	Prepared by	Deepa	Serial no.	12384
Supplier name	Hestia			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	20/4/21	PO/WO No.	76499	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	Inv/21-22/26	25/6/21	6,79,606/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,79,606/-
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:	6,79,606/-
Amount E – PO / WO value:	68,30,734/-
Amount F – Difference (A – E):	61,51,128/-
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	9/01/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	Veer			
Sign:	[signature]	APPROVED			
Date	1/1/23	01 JAN 2023			
Approval limit	Upto 20k	Above 20k P. VENKATESWARLU 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.

MEMO

DATE & FROM:	TO & REMARKS.
Bashyakar	Manish
30/12	Process this hestsa BS11 /
	BS11 attached, POD attached
	accounts, site & MD approval
	Ensure on close form
	Kindly process it today!

Form for closure of purchase order

Data required from site/engineers:						
PO no.:	76499	PO date:	20/4/22	Req. no.:	177582	Advice Scan ID
MRN nos. related to PO						

☐	Part material received.
☐	Full material received.
☐	Material not received.
☑	Close PO – Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.
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
Dilip		28/12/22			28/12/22

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☑	Part bill received against this PO.	Bill nos.	17, 24, 25, 40, 48, 57
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	28/12/22				

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
29 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 29/11/2022 15:06:38 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Hestia	**Doc No**	76499	177582
8-2-293, 2nd floor, 249-A, Road No-92, MLA Colony, Banjara Hills, Hyderabad, Telangana.5000034	**Doc Date**	20-04-2021	
	Quote No	Nil	
GSTIN 36AAMFH1012P1Z9	**Quote Date**	20-04-2021	
9849290876 9849290876	**SupplyType**	Supply	

Kind Attn : Karan Mehta

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9105 - Tiles - Grigio Serena - 600mm x 1200mm - Boxes	843.00	640.32	0.00	18.00	636,951.92
2	9109 - Tiles - Stained Concrete Beige - 600mm x 1200mm - Boxes	1,945.00	771.00	0.00	18.00	1,769,522.10
3	9110 - Tiles - Stained Concrete Grigio - 600mmx1200mm - Boxes	4,863.00	771.00	0.00	18.00	4,424,260.14
					Total Order Value . . .	**6,830,734.16**

Rupees : Sixty Eight Lakh(s) Thirty Thousand Seven Hundred Thirty Four and Paise Sixteen Only.

Terms and Conditions :-

Specification /	Nexion international tiles Box sft for 600x1200-15.42 sft, rate per sft rs.49/-, 59/-, 2 tiles in a box, box sft for 200x1200-15.32 sft, rate per sft rs. 59/-, 6 tiles in a box
Payment Terms	10% Advance along with PO, Balance as per the delivery of tiles in parts.
Tax	Included in the above prices
Delivery Date	in 3 months, about 1 truck load every week or 10 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Rs. 1 per sft, per day can be applicable if all the tiles not delivered beyond delivery schdule
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Advance Rs. 6,83,000-00, by cheque.no- 557088, dated .26-04-21
Other Terms	We reserve the rights to reject the items if not as per specifications, damage is in suppliers account, above order is for Part I and Part II, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Hestia***

Name : ____________________

Name : ____________________

Date : __/__/____

GENE .L MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D C No	Vehicle No	Delivered by	Received by	Engineer's Signature
			Pc. 76459 / 111418	②	Panel Doors	80x26	05	nos					
16763.	25.6.21	12.50	Ushodaya Super market	①	Kinley		03	nos	0000000[illegible]	By Hand	Sai	nizam	
16764	"	13.00	Hestia 17455917164 99	①	Grigio. Seama	600x1200	947	Box	000181	Tata Ak	Party	nizam	
16765.	"	"	Liberty21 Ventures PVT LTD Po. 762[illegible]	① Green window	Single openable	2x4	05	nos	53	TS12UB 2212	Party	nizam	
				② Green window	Top hung	2x2	02	nos					
				③	— do —	3x2	25	nos					
				④ Green window	Sliding window with mesh	5x4	26	nos					
16766	"	"	Liberty21 Ventures PVT LTD Po 762[illegible] 111754	① Green window	Sliding window with mesh	4x3	03	nos	53	"	"	"	
				②	— do —	6x4	04	nos					
				③	— do —	3x4	08	nos					
				④ Green window	Sliding French Door	6x7	05	nos					
16767	"	"	Liberty21 Ventures PVT LTD Po. 762[illegible] 111754	① Green window	Sliding French Door	8x7	04	nos	53	TS12UB 2212	Party	nizam	
				②	— do —	4x3	13	nos					
				③	— do —	5x4	07	nos					
				④	— do —	3x4	02	nos					
16768.	26.6.21		Jai Malhaji Traders	①	Reducer	4x3	05	nos	—	By Bike	Shazid	nizam	
16769	"	9.28	Purnima Mosaic Tiles Po. 77510 / 111490	①	Kerb Stone	12"x12"x4"	350	nos	1127	TS12UC 3212	Party	"	
16770	"	13.05	Purnima Mosaic Tiles Po. 77510 / 111490	①	Kerb Stone	12"x12"x4"	350	nos	1128	TS12UC 3212	Party	nizam	
16771.	"	18.58	Nexion International 7[illegible] / 111582	①	Stained Concrete Grigio		7[illegible]	Box	2552	GJ 36V 1333	Party	nizam	
16772.	27.6.21	11.00	Jai Malhaji Traders	①	PVC Reducer		10	nos	—	By Bike	Shazid	nizam	
16773.	28.6.21	14.50	Summi Sales LLP Po. 78008 / 1117[illegible]	①	Wall Care Putty		06	Bag	15327	TS10UB 3122	Shekhar	nizam	

PO Doc No 76499

New DC | Edit | Save | Close

MRN Doc ID

DC No

Remarks

In Time

Delivered By

Inward No

Supplier DC No	
1547	
2446 22/6/21 ✓	
000181 25/6/21 ✓	
2552 27/6/21 ✓	
22/40 12/7/21 ✓	
22/48 16/7/21 ✓	
000213 3/7/21	

MRN Date 29/11/2022

DC Date 29/11/2022

Vehicle No

Received By

Inward Date

Company Name : Modi Properties Pvt.Ltd
Project Name : May Flower Platinum
Supply Type : Supply
Quote No : Nil
Quote Date : 20/04/2021
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Supplier Name : Hestia
Contact Person : Karan Mehta
Address : 8-2-293, 2nd floor, 249-A, Road No-92, MLA Colony,
Phone : 9849290876

PDF Name

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Tiles	9105 - Tiles - Grigio Serena - 600mm x 1200mm - Boxes	843	747	Not Closed	96	0	0
2	Tiles	9109 - Tiles - Stained Concrete Beige - 600mm x 1200mm - I	1945	1922	Not Closed	23	0	0
3	Tiles	9110 - Tiles - Stained Concrete Grigio - 600mmx1200mm - E	4863	4674	Not Closed	189	0	0

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Tax Invoice

HESTIA 1 8-2-293, 2nd floor, 249-A, Road NO 92, MLA Colony, Banjara Hills, Hyderabad Telangana 5000034 Telangana - 500034, India GSTIN/UIN: 36AAMFH1012P1Z9 State Name : Telangana, Code : 36 E-Mail : info@hestiaindia.com	Invoice No. **INV/21-22/26**	Dated **25-Jun-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **INV/21-22/26 dt. 25-Jun-21**	Other References
Consignee (Ship to) **Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Telangana - 500003, India GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. **76499**	Dated **20-Apr-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination **Mallapur**
Buyer (Bill to) **Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Telangana - 500003, India GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	No. & Kind of Pkgs.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1		**ISPIRA** *Grigio Serena 600 x 1200mm - 747 Boxes*	69072100	**747 Box**	771.00	Box		**5,75,937.00**
		CGST -9%			*9*	%		**51,834.33**
		SGST -9%			*9*	%		**51,834.33**
		Round Off						**0.34**
		Total		**747 Box**				**₹ 6,79,606.00**

Amount Chargeable (in words) *E. & O.E*

INR Six Lakh Seventy Nine Thousand Six Hundred Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
69072100	5,75,937.00	9%	51,834.33	9%	51,834.33	1,03,668.66
Total	**5,75,937.00**		**51,834.33**		**51,834.33**	**1,03,668.66**

Tax Amount (in words) : **INR One Lakh Three Thousand Six Hundred Sixty Eight and Sixty Six paise Only**

SUMMIT SALES LLP
IN WARD
No: 10324
Date: 1/1/2
Sign:

TRUE COPY

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200041771610**
Branch & IFS Code : **Begumpet Branch & HDFC0000621**

Customer's Seal and Signature

for HESTIA 1

Abhishek

Authorised Signatory

This is a Computer Generated Invoice