PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14668
Supplier name	Supreme Agencies			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	25/10/21	PO/WO No.	82008	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	5159	24/02/22	23,541/-	✓ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			23,541/-
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:			23,541/-
Amount E – PO / WO value:			47,082/-
Amount F – Difference (A – E):			23,541/-
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	17/02/23		

Remarks: find bill and original Invoice Missing, so through Certified True copy we are Processing this bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
Date	15/02/23				
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 8527 Date 15/2/23 Sign

Data required from site/engineers

PO no	82008	PO date	25/10/2021	Req no.	178112	Advice Scan ID	

MRN nos related to PO 99468

☐	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 We Required 2 Dust Bin (Green & Blue) - 2 Dust Bin are received. And Green dust Bin MRN completed (99468), Blue dust Bin MRN No Closed

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
Divya		7/02/21.	for N.		

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	Invoice no - 3493 - Amt 23541/-
☐	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
SANGEETHA.		7/2/23			

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
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Duplicate For Transporter

Supreme Agencies GST INVOICE

Branch Office & Godown: 8-7-21,Old Bowenpally,Secunderabad - 500011 Tel:(040)48543886,48543889 Email: info@supremehyd.co.in

Name and Address of Buyer
C2690
MODI PROPERTIES PVT LTD
5-4-187/3&4,II FLOOR
M.G RAOD
SECUNDERABAD-500003, Telangana

Buyer's GSTIN No: 36AABCM4761E1ZM

Consignee Delivery Address
C2690
MODI PROPERTIES PVT LTD
5-4-187/3&4,II FLOOR
M.G RAOD
SECUNDERABAD-500003, Telangana
State Code 36

GSTIN No : 36ABWPS5297A1Z1

Tax Invoice No.	5159	Invoice Date	24-Feb-22
DC No. & Date.	/	Due Date	24-Feb-22
P.O. No.	S2008/178112	P.O. Date	25-Oct-21
Terms of Payment	AGANIST DELAIVERY	Mode Of Dispatch	ROAD
Transporter Name	AUTO	Vehicle No	TS10UA9758
L/R No.		L/R Date	
Freight Terms		Bill Type	GST Bill

S.No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
2	OTTO MGB 660 L OTTO 660LTR 4-WHEELED BIN BLUE	39269080		1.00 NOS	19950.00	19950.00	18.00	3591.00
Total				1.00 NOS		19950.00		3591.00

16364748

GST Sum In Words:
Rupees Three Thousand Five Hundred Ninety-One Only

Bill Amount In Words:
Rupees Twenty-Three Thousand Five Hundred Forty-One

INWARD
Inward No: 18814 Dt: 25-2-22
MRN No: MPMC/ Dt: 7/2/23
Received By: Sign:
MODI PROPERTIES PVT LTD. SY.No.

Gross Total	19950.00
Freight Amt	0.00
CGST Amt	1,795.50
SGST Amt	1,795.50
IGST Amt	0.00
Round off	0.00
Total Amount	23541.00

Terms & Conditions:
1 Our risk responsibility ceases after goods leave our godown.
2 Failure to pay on due date will attract interest @ 24% p.a.
3 All payments to be made through a crossed cheque / NEFT / RTGS
4 Goods Once Sold Cannot be taken back or Exchange
5 All disputes are subject to Hyderabad jurisdiction only

For Supreme Agencies

Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018

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			
Supreme Agencies	**Doc No**	82008	178112
Fatehnagar	**Doc Date**	25-10-2021	
	Quote No	Nil	
GSTIN 36ABWPS5297A1Z1 23771946	**Quote Date**	25-10-2021	
23776002 9849137074	**SupplyType**	Supply	

Kind Attn : Mr. Rajesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4026 - Consumables - Dust bin - NA - nos *Garbage bin 660 liters- Green*	1.00	19,950.00	0.00	18.00	23,541.00
2	4026 - Consumables - Dust bin - NA - nos *Garbage bin 660 liters- Blue*	1.00	19,950.00	0.00	18.00	23,541.00
			Total Order Value . . .			**47,082.00**

Rupees : Fourty Seven Thousand Eighty Two Only.

rms and Conditions :-

Specification /	All items shall be of "Otto ' brand.(Green)- With Wheels 4.
Payment Terms	50% as advance & balance 50%% on delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	Within 15 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone 7680971999
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Supreme Agencies***

Name : ______________________

Name : ______________________

Date : __/__/____

Original For Buyer

Supreme Agencies

Branch Off. & Gdwn: 8-7-21, Old Bowenpally, Secunderabad - 500011
Tel: 040-48543886, 48543889 Email: info@supremehyd.co.in
Web: www.supremehyd.co.in

Name and Address of Buyer C2690 **MODI PROPERTIES PVT LTD** 5-4-187/3&4,II FLOOR M.G RAOD SECUNDERABAD-500003,Telangana **Buyer's GSTIN No: 36AABCM4761E1ZM**	**GST No: 36ABWPS5297A1Z1**	**GST INVOICE**
	Tax Invoice No. 5159	**Invoice Date** 24-Feb-22
	DC No. & Date. /	**Due Date** 24-Feb-22
	P.O. No. 82008/178112	**P.O. Date** 25-Oct-21
	Payment Terms AGANIST DELAIVERY	**Mode Of Dispatch** ROAD
Consignee Delivery Address C2690 **MODI PROPERTIES PVT LTD** 5-4-187/3&4,II FLOOR M.G RAOD SECUNDERABAD-500003,Telangana State Code : 36.	**Transporter Name** AUTO	**Vehicle No** TS10UA9758
	Ewaybill No:	**Ewaybill Date:**
	IRN No :	

S. No.	DESCRIPTION	HSN Code	No. of Pkgs	Quantity Unit	Rate Per Unit	Amount (Rs.)	GST %	GST Amount
	OTTO MGB 660 L							
2	OTTO 660LTR 4-WHEELED BIN BLUE	39269080		1.00 NOS	19950.00	19950.00	18.00	3591.00
	Total			**1.00 NOS**		**19950.00**		**3591.00**

"TRUE COPY"

GST Sum In Words:
Three Thousand Five Hundred Ninety-One Only

Bill Amount In Words:
Twenty-Three Thousand Five Hundred Forty-One Only

Gross Total	19950.00
Freight Amt	0.00
CGST Amt	1,795.50
SGST Amt	1,795.50
IGST Amt	0.00
Round off	0.00
Total Amount	**23541.00**

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1. Our risk responsibility ceases after goods leave our godown.
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4. Goods Once Sold Cannot be taken back or Exchange.
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For Supreme Agencies

SUPREME AGENCIES HYDERABAD

Authorised Signatory

Registered Office: 10-5-127, Fathenagar, Hyderabad - 500018