

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V. RAVI	Serial no.	14650
Supplier name	Quality sports surface			HO inward no.	
Firm/Company	MPPL	Project	NPL	HO received date	
PO/WO date	04/04/22	PO/WO No.	87056	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	25	21/06/22	422,628-81	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 422,628-80.

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
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Amount B – Other Credits : Transportation charges —

Amount C – Other Debits : —

Amount D (D=A+B-C) – Amount to be credited to the supplier: 422,628-80

Amount E – PO / WO value: 448,400-00

Amount F – Difference (A – E): 25,771-00

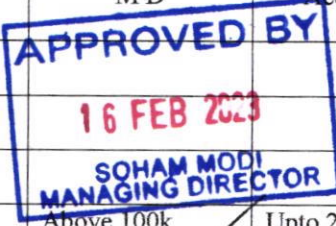
Quantity received as per PO / WO ☐ Yes ☐ Excess received ☒ Short received ☐ Part received

Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date 17/02/23

Remarks: final bill & 40% advance paid against this P.O. original bill missing so certified true copy we are processing this bill.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	RAVI				
Sign:					
Date	15/2/23				
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 weightment 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.



Form for closure of purchase order

Data required from site/engineers:		Form for closure of purchase order	
PO no.	87056	PO date:	04/04/22
MRN nos related to PO	MRN closed.	Req. no.	178270
		Advice Scan ID	
☒	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 Squash Court Qty: 750 Sft But we received 672.59ft And MRN 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 Asharya.			
Prepared by	Sign	Date	Project manager
P. Dwyer	[Signature]	8/2/23	[Signature]
Data required from accounts:		Sign	Date
☐	Checked with E&D for receipt of bills.		
☒	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☒	Advance paid against this PO.	40%	Amount paid 179000/-
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)
	[Signature]	8/2/23	
Advice by MD - action to be taken by purchase:			
☒	Get certified bill from supplier (not original).		
☒	Prepare bill in SSLP 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	

APPROVED BY
Date
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Quality
SPORTS
SURFACE

Quality Sports Surface

11-5-243/3, HP Road, Bhavanl Nagar, Maosapet, Hyderabad 500018, Telangana
Mobile: 9533634708 GSTIN: 36APZPG8030E1Z0

Invoice No.: 25

Invoice Date: 21-06-2022

Due Date: 21-07-2022

BILL TO

MODI PROPERTIES PVT LTD
5-2-187/3 & 4, 1st Floor, M.G. Road, Secunderabad
-500002, Telangana
GSTIN: 36AABQM4761E1Z0

SHIP TO

MODI PROPERTIES PVT LTD
5-2-187/3 & 4, 1st Floor, M.G. Road, Secunderabad
-500002, Telangana

P.O. No.: 87056/178270

WORK: Supply and Installation

Delivery Add: May Flower Platinum,

Sy 82/1, Mallapur, Nacharam -

7680971999

ITEMS	HSN	QTY.	RATE	TAX	AMOUNT
SQUASH COURT Took wooden flooring. Supply installation of Aero Floet wooden sports flooring system. Thick 20mm Width 60-70mm random length in lounge and groove shape.	5578	872.0 SQF.	280.0	33868.8 (11.87%)	222528.8
GLASS 12 mm toughened, tempered and celled in auto with reported filling with deors	4031	1.0 NOS	160000.0	28800.0 (11.87%)	188800.0
SOUND BOARD Providing and fixing in, Sound board of 18 gauges GL 1.7" with back frame work.	995427	1.0 NOS	10000.0	1800.0 (11.87%)	11800.0
SUB TOTAL		074		₹ 64468.8	₹ 422628.8

BANK DETAILS

Name: Quality Sports Surface
IFSC Code: SBIN0003257
Account No: 37864645308
Bank: State Bank of India, YELLAREDDY GUDA

TAXABLE AMOUNT	₹ 358160
COST @9.0%	₹ 32234.4
SGST @9.0%	₹ 32234.4
TOTAL	₹ 422628.8
Received Amount	₹ -0.01
Balance	₹ 422628.81

TERMS AND CONDITIONS:

1. We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
2. Goods once sold will not be taken back and exchanged.
3. All Disputes are subject to Hyderabad jurisdiction only.

Invoice Amount (in words)
Four Lakh Twenty Two Thousand Six Hundred Eight Rupees Eighty PaiseAUTHORISED SIGNATORY FOR
Quality Sports Surface

INWARD

24/6/22
VERIFIED

Work Order

Original / Office Copy / Purchase Ord. 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

Quality Sports Surface

H no 11-5-243/3, HP Road, Bhavani Nagar, Moosapet,
Hyderabad-5000018.**GSTIN** 36APZPG8303E1ZO

9533634708

8143622145

Doc No	87056	178270
Doc Date	04-04-2022	
Quote No	Nil	
Quote Date	14-03-2022	
SupplyType	Supply And Installation	

Kind Attn : Ramesh

Work Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5578 - Furniture - Squash court - NA - Sft Teak wooden flooring, supply instalation of Aero float wooden sports flooring system, Thick 20mm width 60-70mm random length in tounge and groove shape.	750.00	280.00	0.00	18.00	247,800.00
2 4031 - Consumables - Glass - NA - nos 12mm toughned, tempered and celled in india with imported fittings with doors	1.00	160,000.0	0.00	18.00	188,800.00
3 7672 - Stationery - other - Board - NA - nos Sound board-Providing and fixing tin, sound board of 16 guages, Gl 17" with teak frame	1.00	10,000.00	0.00	18.00	11,800.00
Total Order Value . . .					448,400.00

Rupees : Four Lakh(s) Fourty Eight Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	Squash court should be as per the details mentioned the the approved quote dated 14-3-22, Game line marking for balls is free of cost
Payment Terms	Advance 40%, on material delivery 40%, balance 20% after instalation
Tax	GST in cluded
Delivery Date	Instalation should be complete by 30-4-22
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam.

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Quality Sports Surface**

Name : _____

Name : _____

Date : ____/____/____

Work Order

08/02/2023 16:14:04

Original / Office Copy / Purchase Div. Copy

Phone. 7680971999

Penalty For Delay Nil**Transportation** Extra as per actuals**Warranty** 2 years warranty on wooden flooring**Advance Paid** Rs. 1,79,000-00, by cheque.....**Other Terms** We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for squash court purpose**Completion Date** Befroe 30-4-22**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 delivery/DC can be sent by email.'

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Quality Sports Surface**

Name : _____

Name : _____

Date : ____/____/____



Quality Sports Surface

11-5-243/3, HP Road, Bhavani Nagar, Moosapet, Hyderabad 500018, Telangana
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SOUND BOARD Providing and fixing tin, Sound board of 16 gauges Gl, 17" with teak frame work.	995427	1.0 NOS	10000.0	1800.0 (18.0%)	11800.0

SUB TOTAL

674

₹ 64468.8

₹ 422628.8

BANK DETAILS

Name: Quality Sports Surface
IFSC Code: SBIN0003257
Account No: 37864645308
Bank: State Bank of India, YELLAREDDYGUDA

TAXABLE AMOUNT ₹ 358160

CGST @9.0% ₹ 32234.4

SGST @9.0% ₹ 32234.4

TOTAL ₹ 422628.8

Received Amount ₹ -0.01

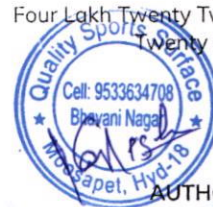
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Twenty Eight Rupees Eighty Paise



AUTHORISED SIGNATORY FOR
Quality Sports Surface

Date:-

Joint Measurement Sheet

Project Name: - Modi Properties Pvt Ltd, Myflower Platinum,
Mallapur, Hyderabad

Squash Court Teak Wooden Flooring Area:- $21 \times 32 = 672$ Sqft

Squash Court glass = 1 set

Badminton Court 8mm Foam Mat & PVC Mat Area:- $32.6 \times 51 = 1657$

$12.10 \times 6.10 = 61.96$

Badminton Poles With Net :- 1 Pair

Total = 1718.00 Sqft

Deduction Column area = 8.00 Sqft

1710.00 Sqft



For Modi Properties
Pvt Ltd, Myflower
Platinum

Project In Charge :-

[Signature]
21/6/2022