PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V. RAVI	Serial no.	14651
Supplier name	Quality sports surface			HO inward no.	
Firm/Company	MPPL	Project	MPL	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
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 fwd	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	RAVI				
Sign:	[signature]				
Date	15/2/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
16 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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. 9321
Date 25/2/23
Sign.

Form for closure of purchase order

Data required from site/engineers:

PO no.: 87056	PO date:	04/04/22	Req. no.:	178270	Advice Scan ID	

MRN nos. related to PO: MRN Closed.

☑	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.Sqf 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 Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
N. Wiwye	[signature]	8/2/23.	[signature]	[signature]	8/2/2023

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.	
☐	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)	Sign	Date
	[signature]	9/2/23			

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

ORIGINAL FOR RECIPIENT | TAX INVOICE

Quality Sports Surface

11-5-243/3,HP Road, Bhavani Nagar,Moosapet,Hyderabad 500018, Telangana
Mobile: 9533634708 GSTIN: 36APZPG8303E1ZO

Invoice No.: 25 | Invoice Date: 21-06-2022 | Due Date: 21-07-2022

BILL TO
MODI PROPERTIES PVT LTD
5-4-187/3 &4 IInd Floor, M.G Road,Secunderabad -500003, Telangana
GSTIN: 36AABCM4761E1ZM

SHIP TO
MODI PROPERTIES PVT LTD
5-4-187/3 &4 IInd Floor, M.G Road,Secunderabad -500003, 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 Teak wooden flooring, Supply installation of Aero Floet wooden sports flooring system. Thick 20mm Width 60-70mm random length in tongue and groove shape.	5576	672.0 SQF	280.0	33868.8 (18.0%)	222028.8
GLASS 12 mm toughned, tempered and celled in india with imported fitting with doors	4031	1.0 NOS	160000.0	28800.0 (18.0%)	188800.0
SOUND BOARD Providing and fixing tin, Sound board of 18 gauges GI, 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
Balance	₹ 422628.81

Invoice Amount (in words)
Four Lakh Twenty Two Thousand Six Hundred Twenty Eight Rupees Eighty Paise

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 token back and exchanged
3. All Disputes are subject to Hyderabad jurisdiction only.

Quality Sports Surface
Cell: 9533634708
Bhavani Nagar
Moosapet, Hyd-18

AUTHORISED SIGNATORY FOR
Quality Sports Surface

INWARD
24748 Dt: 8/2/23
Mehdi

SUMMIT SALES LLP
R.R. DIST.
IN WARD
Dte: 24/6/22

08/02/2023 16:14:04

Work Order

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

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, GI 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 : __/__/____

08/02/2023 16:14:04

Work Order

Original / Office Copy / Purchase Div.Copy

Phone. 7680971999

Penality 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 oprder 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 : __/__/____

ORIGINAL FOR RECIPIENT | TAX INVOICE

Quality Sports Surface

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Quality Sports Surface Cell: 9533634708 Bhavani Nagar Moosapet, Hyd-18

AUTHORISED SIGNATORY FOR
Quality Sports Surface

SUMMIT SALES LLP IN WARD No: Date: 24/6/22 Sign: R.R. DIST.

Quality SPORTS SURFACE

H No. 11-5-243/3, HP Road,
Bhavani Nagar,
Moosapet,
Hyderabad -
500018
Mob: +91-9533634708, +91-8143622145
info@qualitysportssurface.co

Date:-

Joint Measurement Sheet

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

Squash Court Teak Wooden Flooring Area:- 21X32 = 672 Sqft

Squash Court glass = 1 Set

Badminton Court 8mm Foam Mat & PVC Mat Area:- 32.6 X 51 = 1657

12.10 X 6.10 = 61.96

Total = 1718.00 sft

Badminton Poles With Net :- 1 Pair

Dedection Column area = 8.00 sft

1710.00 sft

For Quality Sports Surface

Quality Sports Surface Bhavani Nagar Moosapet

For Modi Properties Pvt Ltd , Myflower Platinum

Project In Charge :- 21/6/2022