PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21.03.23	Prepared by	V. RAVI	Serial no.	**15660**
Supplier name	SRI SAI DECORS			HO inward no.	
Firm/Company	MRMLY	Project	G.M.R	HO received date	
PO/WO date	14.02.22	PO/WO No.	85475	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	062	29.03.22	11,367-00	✓ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,367-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inwd No 8026.	Proof of delivery matches MRN: ✓ Yes □ No
Amount B –Other Credits : Transportation charges	800-00
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,167.00
Amount E – PO / WO value:	11,365.76
Amount F – Difference (A – E):	800-00
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	22/03/23.
Remarks:	final bill & close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		21.03.23.			
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. 9699
Date 21/3/23
Sign.

Form for closure of purchase order

PO no.: 85475		PO date: 14/02/22		Req. no.: 192829		Advice Scan ID	
Barcoded PO available	□ Y/N	Invoice original available		□Y/N /□Copy available		POD available	Y/□ N
Data required from site/engineers:							
MRN nos. related to PO	105545						
□ 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: Total material delivered. close this PO.							

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by:	Sign:	Date:
Data required from accounts:		
□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:		
Prepared by: Rajyalakshmi	Sign:	Date: 16-03-2023

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: certified True copy required from vendor.		
Prepared by: Ravi	Sign:	Date: 16/3/23

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
17 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Gurudavaya Namo

17

INVOICE CUM BILL

Om Sai Ram

GSTIN : 36ACAFS3574M1ZP

Sri Sai Decors

5-72/7, Ankushapur (V), Edulabad Road, Ghatkesar (M), Medchal Dist. - 501 301.

To, Modi Reality Mallapur LLP
5-4-187/3 and 3 II nd floor
Soham Mansion MG Road
Secunderabad

Invoice No. 662 Date : 29/3/22
D.C. No. Date :
Vehicle No. TS08UD9083
Party GST No. 36AAEFM1459R1ZP

S.No.	DESCRIPTION	HSN	Qty.	Sq. Mtr. / Sft	Rate	AMOUNT Rs.	Ps.
	30 mm skin door	4418					
	72 X 38 pcs number 85475		4	82.33			
			4	82.33	117	9633	00

MODI REALTY MALLAPUR LLP
Ward No 8026 Dt. 30/03/22
MRN No .... Dt. ....
Received By Jonan Sign. 30/03/22

Received for UMR
.....

Total Amount Before Tax	9633	00
CGST @ 9%	867	00
SGST @ 9%	867	00
IGST @ 18%	—	—
Transport Charges	800	00
Total Amount After Tax	12167	00

Invoice Value in words : 12167/-

Bank Details : UNION BANK OF INDIA
A/c. No. : 327501010220087
IFSC Code : UBIN0532754
Branch : Ghatkesar

Terms & Conditions :

1. Goods once sold will not be taken back.
2. Certified that the parlour given are true and correct.
3. Once the invoice has been made, alteration will not be done.

For SRI SAI DECORS
Authorised Signatory

For SRI SAI DECORS

E-Way Bill No:	**1614 5499 2564**
E-Way Bill Date:	29/03/2022 03:30 PM
Generated By:	36ACA FS357 4M1ZP - SRI SAI DECORS
Valid From:	29/03/2022 03:30 PM [33Kms]
Valid Until:	30/03/2022

Part - A

GSTIN of Supplier	36ACAFS3574M1ZP,SRI SAI DECORS
Place of Dispatch	Rangareddy,TELANGANA-501301
GSTIN of Recipient	36AAE FM145 9R1ZP ,MODI REALTY MALLAPUR LLP
Place of Delivery	SECUNDERABAD,TELANGANA-500003
Document No.	62
Document Date	29/03/2022
Transaction Type:	Regular
Value of Goods	12166.94
HSN Code	4418 -
Reason for Transportation	Outward - Supply
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	TS08UD9083	Rangareddy	29-03-2022 03:30 PM	36ACAFS3574M1ZP	-	-

161454992564

INWARD
MODI REALTY MALLAPUR LLP
Inward No 8026 Dt. ....
MRN No .... Dt. ....
Received By .... Sign 30/03/22