PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21.03.23	Prepared by	V. RAVI	Serial no.	15665
Supplier name	Sai Vishal Enterprises			HO inward no.	
Firm/Company	MHPL	Project	Sov-111	HO received date	
PO/WO date	05.11.22	PO/WO No.	93665	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	096	24.11.22	37,700-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,700-00
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:	37,700-00
Amount E – PO / WO value:	52,000-00
Amount F – Difference (A – E):	14,300-00
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	24/01/23.
Remarks: full material received so supplier past bill submitted. So to be processed in enclosed bill.	

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. 9758 Date 21/3/23 Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	93665	PO date:	5/11/22.	Req. no.:	185326	Advice Scan ID	
MRN nos. related to PO	113585, 114083, 114995, 114996, 116700.						

☐	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
Meenakshi	[signature]	1/3/23	E.Porchithan	[signature]	1/3/23

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.	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
P. Ramesh	[signature]	28/2/23			

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
02 MAR 2023
MANAGING DIRECTOR

Purchase Order

 21-02-2023 15:06:02

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Sri Sai Vishal Enterprises 12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc No**	93665	185326
	Doc Date	05-11-2022	
	Quote No	Nill	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	04-11-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	955200 - BUIL-Building Material - Solid Block-- - 100mmX200mmX400mm - Nos	2,000.00	26.00	0.00	0.00	52,000.00
					Total Order Value . . .	**52,000.00**

Rupees : Fifty Two Thousand Only.

Terms and Conditions :-

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for commercial complex compound wall& Tot lot purpose.
Completion Date	Nil
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 deli vary /DC can be sent by email.

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Cement Blocks – Weekly Delivery Report

Company/ firm:	MHPL SOV	Requisition nos.:	185326	Total PO quantity:	2000
Project:	SOV-III	PO No(s).	93665	Quantity delivered in earlier period:	1575
Block /Flat / Villa no.:	A	Total material delivered	Yes	Quantity delivered during week:	425
Supplier:	Sri sai vishal enterprises	Close PO:	Yes	Balance quantity to be delivered:	Nill
Sign of security		Sign of Admin		Sign of Project manager	APPROVED BY
Date	25-01-23	Date	25-01-23	Date	28-01-23 2023

K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	08-11-22	09:00	4x8x16	500	195	584	113585
2.	21-11-22	11:30	4x8x16	300	208	604	114083
3.	12-12-22	11:00	4x8x16	375	219	619	114995
4.	12-12-22	12:00	4x8x16	400	220	618	114996
				1575			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	30-12-22	05:35	4x8x16	425	330	632	116700
				425			
Remarks:							

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.

TAX INVOICE ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF
(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s MODI Housing pvt Ltd
Chungpally

Party GSTIN 36AADCM5906D2Z0

Inv. No. 096 Date : 24.11.22
D.C. No. 195, 206, 207, 208 Date :
P. O. 93665 Date :
Payment
State : **TELANGANA** Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	**20 mm Metal**					
2.	**Baby Chips**					
3.	**Stone Dust**					
4.	**Sand**					
5.	**Red Mutti**					
6.	**Granite**					
7.	**40mm Hand Metal**					
8.	**Crusher Sand**					
9.	**12mm Metal**					
10.	**Flyash Bricks**					
	✓4X8X16 →		1450	26	Nos	37,700 = 00
	6X8X12					
	6X8X16					
	8X8X12					
	8X8X16					

SUMMIT SALES LLP R.R. DIST. IN WARD No: 101803 Date: 24/11/22 Sign:

Rupees in words Thirty Seven Thousand - Seven Hundred only

TOTAL	37,700 = 00
SGST @ %	-
CGST @ %	-
GRAND TOTAL	37,700 = 00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368 **Branch :** Nacharam

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

Date: 24.11.22

Bill no: 096

SRI SAI VISHAL ENTERPRISES

Modi Housing pvt ltd
chinparthy

DATE	V.NO	DC.NO	4X8X16	PO.NO	PO.DATE
08.11.22	0811	195	500 Ny	93665	
19.11.22	0811	206	450 Ny	"	
21.11.22	0811	207	200 Ny	"	
21.11.22	0811	208	300 Ny	"	
		Total	1450 Ny		

x.

Purchase Order

 05-11-2022 13:40:17

93665
01.11.22 2:52:16

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Sri Sai Vishal Enterprises	**Doc No**	93665	185326
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	05-11-2022	
	Quote No	Nill	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	04-11-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

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Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for commercial complex compound wall& Tot lot purpose.
Completion Date	Nil
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 deli vary /DC can be sent by email.

APPROVED BY
07 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

For *Modi Housing Pvt.Ltd*
Authorised Signatory
Name : 07/11/22

Accepted the above Terms And Conditions
For *Sri Sai Vishal Enterprises*
Name : ____________

Date : __/__/____

APPROVED BY
07 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

Requisition Form		Date:	04-11-2022			
Company Name:	Modi Housing Pvt Ltd	Time:	10:00			
Site & Phase :	Sov-III					
Unit No./Block No.	For commercial complex compound wall purpose	Req. No.	185326			
Supplier:		ID No.	81219			
Material required before date:	URGENT					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL9552-Building Material-Solid Block---100MMX200MMX400MM-Nos	2000	0	2000		
2	93665					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For commercial complex compound wall& Tot Lot purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.Meenakshi Goud					
Approved By:						
Sign & Date:	04-11-2022					

APPROVED
04 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

DELIVERY CHALLAN

SRI SAI VISHAL ENTERPRISES

✆ : 8367679193

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.

Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN: 36ACZPL1512H1ZF

No. 208

Date : 21-11-22

M/s. Modi Housing pvt Ltd

P.O. No. 93665 Date : Cherlapally

S.No.	PARTICULARS	BRICK SIZE	QUANTITY
1	Solid Bricks	6x8x16	300 Nos
	Vehicle No. TS 08 UE 0811		
	Time :		
	Driver Name :		
		300 N	300 Nos

For **SRI SAI VISHAL ENTERPRISES**

Received the above material in good condition

Receiver's Signature

SUMMIT SALES LLP
IN WARD
No: 24650
Date: 1-12-22
Sign:
R.R. DIST.

INWARD
No: 604 Dt: 01/11/22
MRN No: 14083 Dt: 21/11/22
Received By: Sign:
M H P L-SOV-III