PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28.03.23	Prepared by	V.RAVI	Serial no.	16027
Supplier name	Yousuf Ali			HO inward no.	
Firm/Company	N.E	Project	N.E	HO received date	
PO/WO date	21.12.22	PO/WO No.	95274	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	596	27.03.23	38,476-00	✓ □ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,476-00
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:	38,476-00
Amount E – PO / WO value:	38,395-00
Amount F – Difference (A – E):	81-00
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	50% Advance paid.
Remarks: Find bill & Close this P.O.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		28.03.23			
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. 9917
Date 28/3/23
Sign.

Form for closure of purchase order

PO no.:	95274	PO date:	21-12-23	Req. no.	175563	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		
□ 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: Full material received. work completed Bill sent to E&D team

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: M. Akhil	Sign:	Date: 27-03-2023

Data required from accounts

□ Checked with E&D for receipt of bills		
✓ Bills not received against this PO	□ Part bill received against this PO	□ All bills received against this PO
✓ Advance paid against this PO	Amount paid: 19,197/-	Date of payment: 29/12/22

Details of part bill received:

Sl. No	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by:	Sign:	Date: 27/3/23

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

Prepared by: Nagalaxmi	Sign: Nagalaxmi	Date: 27/03/23

Remarks by Ravi + details of bills to be approved

Sl. No	Bill no.	Bill date	Bill amount	MRN no.
1.	596	27.03.23	30,476.00	
2.				
3.				

Remarks: Need MD's Approval for enclosed bill.

Prepared by: Ravi	Sign:	Date: 27.03.23.

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
28 MAR 2023
MANAGING DIRECTOR

TD! 10713

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	- 1354 -	Date - site bills Register	18/3/23.
Company Name:	~~MRPLLP~~ NE	Site:	~~NGH~~ NE
Name of Contractor	Yousuf ali		
Nature of work	False Ceiling.		
Work done	From Date		To Date	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Plain ffalse	84.2	387.36/-	Sqm	32,607/-	
2.	Ceiling.					
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				32,607/-	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	—	PO/WO date:	—

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 18/3/23	Date: 21/03/23	Date:
Sign:	Sign: Nagalaxmi	Sign:

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

APPROVED BY
23 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

MEASUREMENT SHEET

Company Name: NE

Project: NE

Work Description: Flase ceiling

Contractor: Yousuf ali

Prepared By: Anil.M

Date: 14.03.2023

Approved by: Vijay raj

S No.	Item Head		Length	Width	Height	No's	Quantity	Units	Item Head Total
1	Plain false ceiling	Changing rooms plain false ceiling	9.2	9.2	1.0	1.0	84.2	Sqm	

ESTIMATE SHEET

Company Name: NE

Project: NE

Work Description: False ceiling

Contractor: Yousuf ali

Prepared By: Anil.M

Date: 14.03.2023

Approved by: Vijay raj

S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Plain false ceiling	Changing rooms plain false ceiling	84.2	Sqm	387.36	32,607.96	
						Total amount:	32,607.96

Purchase Order

 27-03-2023 15:53:44

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Mr. Yousuf Ali
#2-2-50/A/1, Rahat Nagar, Amberpet, Hyderabad - 500013

GSTIN 36AFBPY8773N1ZE

9885864330

Doc No	95274	175563
Doc Date	21-12-2022	
Quote No	nil	
Quote Date	20-12-2022	
SupplyType	Supply	

Kind Attn : Mr. Yousuf Ali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	152100 - BUIL-Building Material - Plain False Ceiling-Gypsum- - - - Sqm	84.00	387.36	0.00	18.00	38,395.12
	Rupees : Thirty Eight Thousand Three Hundred Ninty Five and Paise Twelve Only.			**Total Order Value . . .**		**38,395.12**

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% Advance
Tax	Inclusive of all taxes
Delivery Date	Within 7days.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Rs.19,197.56/- RTGS/Neft
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club house dressing room purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Original invoice +copy of proof delivery is required to process invoice for payment .DO NOT send original invoice to site. original invoice must be sent to HO office or purchase sie office . proof of delivery/DC can be sent by emai

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. Yousuf Ali***

Name : ____________________ Name : ____________________ Date : __/__/____

GSTIN : 36AFBPY 8773N1ZE

TAX INVOICE

Cell: 9885864330

YOUSUF ALI
INTERIORS

PVC PANNELS AND GI CHANNELS GYPSUM BOARD SUPPLIERS

SPL.IN GYPSUM FALSE CEILING, GYPSUM PARTITION, PVC CEILING, & ETC. ALL TYPES OF FALSE CEILING WORKS IS DONE

2-2-50/A/1, Rahath Nagar, Amberpet, Hyderabad, Telangana-13.

M/s. Nilgiri Estates.

Address: Rampally

Phone:

GSTIN: 36AAHFN0766F1ZA

Invoice No. 596 Date: 27/03/2023

P.O. No. 95274 Date: 21/12/2022

Vehicle No.

S.No.	PARTICULARS	HSN Code	Quanity	Rate	Amount
1	Plane False ceiling (SQMTS)	—	84.2	387.36	32607=00

Total Amount Before Tax	32607=00
CGST % 9	2934=63
SGST % 9	2934=63
IGST % —	—
Grand Total	38476=26

No Return
No Exchange

For YOUSUF ALI

Authorized Signatory