PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/03/23	Prepared by	V. RAVI	Serial no.	15641
Supplier name	Blue Star Limited			HO inward no.	
Firm/Company	GVBC	Project	Genopolis	HO received date	
PO/WO date	31.12.22	PO/WO No.	95666	Scan ID.	184526

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	6022014044	28.02.23	80,50,000-00	☑ Yes ☐ No
2.	6022014043	28.02.23	80,50,000-00	☑ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			161,00,000-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	118116 & 118118	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:			161,00,000-00
Amount E – PO / WO value:			24,150,000-00
Amount F – Difference (A – E):			80,50,000-00
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	20/03/23		
Remarks:	50% Advance paid & Part bill.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		(V. RAVI)	APPROVED BY		
Sign:			16 MAR 2023		
Date		16/03/23	SOHAM MODI MANAGING DIRECTOR		
Approval limit	Upto 20k	Above 20k	Above 100k		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.

PROPERTIES PVT. LTD.
INWARD
No. 9599
Date 16/3/2
Sign.

Form for closure of purchase order

PO no.: 95666	PO date: 31/12/22	Req. no.: 196326	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	118116 & 118118	
✓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: part material received, keep po open. material required (MEP)

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

Prepared by: P. Nitrasika	Sign:	Date: 14/3/2023

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: 12075000/-	Date of payment: 5/1/23

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: Sangeetha	Sign:	Date: 15/3/23

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.	6022014044	28.02.23	80,50,000-00	118116
2.	6022014043	28.02.23	80,50000-00	
3.				

Remarks: enclosed invoice copies Approval required from MD sir.

Prepared by: Ravi	Sign:	Date: 15/03/23.

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: 16/3

Waran,
Check if all bills are received!
16/3

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	GV Discovery center		Block No.:	Towards GVRC Site atrium block slab casting purpose.
Project:	Genopolis		Flat / Villa no.:	-
Supplier:	RDC Concrete		Slab no.:	-
Requisition nos.:	13495		A. Estimated quantity:	300 cub meter
PO nos.:	86293		B. Requisition quantity:	300 cub meter
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	239 cub meter (168+71)
Ranjan	R. Vineetha 13/04/22.	13/4/2022	D. Difference (C-A)	61 cub meter

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	23.03.2022	10:54 AM	11:02	11:15	7 m3	2HY21AR S7546	16800	17190				
2.	30.03.2022	16.20 PM	17:11	17:53	7 m3	2HY21AR S7773	16800	16940				
3.	30.03.2022	16.36 PM	17:54	18:18	7 m3	2HY21AR S7774	16800	16620				
4.	30.03.2022	17:18 PM	18:19	18:46	7 m3	2HY21AR S7776	16800	16860				
5.	30.03.2022	19:11 PM	19:59	20:19	7 m3	2HY21AR S7779	16800	16950				
6.	30.03.2022	18:32 PM	19:19	20:36	7 m3	2HY21AR S7778	16800	16950				
7.	31.03.2022	18:34 PM	19:30	21:10	7 m3	2HY21AR S7812	16800	16920				
8.	31.03.2022	19.15 PM	20:05	21:49	7 m3	2HY21AR S7813	16800	16860	-			
9.	31.03.2022	19.39 PM	20:10	21:55	7 m3	2HY21AR	16800	16820				

						S7814						
10.	31.03.2022	19.45 PM	20:33	22:07	5 m3	2HY21AR S7815	14400	14410				
11.	01.04.2022	17:33 PM	18:06	18:49	3 m3	2HY22AR S29	7200	7250				
Total:		11 nos			71 m3		1,72,800	1,73,770				
Remarks		Work under progress.(already pored 168 cubmeter on 13.03.2022)										

Note 1. Report to be sent on a daily basis to purchase@modiproperties.com and report.audit@modiproperties.com 2. Report must be prepared during pour and not later 3. Report must be sent within one working day 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site