PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/04/23	Prepared by	V.RAVI	Serial no.	**16376**
Supplier name	Sri Rama Tiyosh Bricks.			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	28.09.21	PO/WO No.	81118	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	943	30.09.21	15,435-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,435-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report	
MRN nos.: 97043 — 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:	15,435-00
Amount E – PO / WO value:	15,435-00
Amount F – Difference (A – E):	NIL
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	13/04/23.
Remarks: find bill & close this Po.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		11/04/23.			
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. 395
Date 11/4/23
Sign.

Form for closure of purchase order

PO no.:	8118	PO date:	28/9/21	Req. no.:	118032	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	97043	
□ 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.		

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: Divya	Sign:	Date: 25/03/23.

Data required from accounts:

□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ 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: Sangeetha	Sign:	Date: 28/3/2023

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.	943	30.09.2021	15,435.00	97043
2.				
3.				

Remarks: Need MD's Approval for enclosed Certified True copy.

Prepared by: Ravi	Sign:	Date: 10.04.23

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
11 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Cement Blocks – Weekly Delivery Report

Company firm:	Modi properties privet limited	Requisition nos.:	178032	Total PO quantity:	700
Project:	May flower platinum	PO No(s).	81118	Quantity delivered in earlier period:	-
Block Flat Villa no.:	For Site use purpose	Total material delivered	Yes	Quantity delivered during week:	-
Supplier:	Sri rama flyash bricks	Close PO:	Yes	Balance quantity to be delivered:	
Sign of security	NIZAM	Sign of Admin		Sign of Project manager	
Date	29/9/2021	Date	29/9/21	Date	29/9/2021

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							
3.							
	Total						

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1	28.09.2021	14:30	4''x8''x24''	700	3183	17011	97043
2							
	Total			700			

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.

Purchase Order

 25/03/2023 10:25:00

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

Sri Rama Flyash Bricks
Sy no-215, Hema Nagar, Boduppal, Hyderabad, Ranga Redy(Dist), Telangana-500092

GSTIN 36AKTPG8982A1ZR

9246043189 9246043189

Doc No	81118	178032
Doc Date	28-09-2021	
Quote No	Nil	
Quote Date	19-05-2021	
SupplyType	Supply	

Kind Attn : G.Prasad

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	700.00	21.00	0.00	5.00	15,435.00
			Total Order Value . . .		**15,435.00**

Rupees : Fifteen Thousand Four Hundred Thirty Five 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Rama Flyash Bricks***

Name : ____________ Name : ____________ Date : __/__/____

Forward to

Purchase Order

25/03/2023 10:25:00

Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Rama Flyash Bricks***

Name : ____________________

Name : ____________________

Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

Inward No	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	Vehicle No	Delivered by	Received by	Engineer's Signature
17605	28.9.21	10.05	Jai Malhaji Traders	①	Bulb	60 watt	12	Nos	–	By Bike	Vijay	Nigam	
17606	"	10.56	Jai Malhaji Traders	①	Bombay Nail	1/2"	2.5	Kg	–	By Bike	Vijay	Nigam	
17607	"	11.00	Summit Sales LLP Pc. 20600	①	Ten Brown Granite Beading	0.9"x48"	50 200	Nos Rft	6171 3798	AP36x 3984	Ramu	"	
				②	— do —	0.9"x36"	30 90	Nos Rft					
17608	"	11.10	Pragful Sanitary Pc 45767	①	Loft Tank	200 liter	22	Nos	588	TS7A8C	Party	Nigam	
17609	"	16.30	Summit Sales LLP Pc. 205991	①	Ten Brown Beading	0.9"x48"	50 1995	Nos Rft	6173 3800	AP36x 3984	Ramu	"	
				②	— do —	0.9"x36"	30 19.95	Nos Rft					
17610	"	"	Summit Sales LLP Pc. 207851	①	Ten Brown Granite Beading	0.9"x87"	40 290	Nos Rft	6172 3799	AP36x 3984	Ramu	Nigam	
				②	— do —	0.9"x96"	20 160	Nos Rft					
17611	"	15.55	Sai Rama Flyash Bricks 18032/8118	①	Solid Bricks	9"x8"x16"	700	Nos	3183	AP29TA 5122	Party	Nigam	
17612	"	17.40	Andhra Pumps Motors Po.20842/78005	①	Booster Panel		02	Nos	2223	TS08 8122	Shekhar	Nigam	
17613	"		Jai Malhaji Traders	①	welding rod		02	PKT	–	By Bike	Raju	Nigam	
17614	"		Manjunatha internet	①	Xerox	A3	60	Copies	–	By Hand	Sai	Nigam	
17615	29.9.21		Jai Malhaji Traders	①	wedge Bolt		80	Nos	–	By Bike	Naveendo	"	
17616	"	11.00	Anisha Associates Po 81046	① ②	Roff Chemical RBK Bonding	20 Kg 5 Lit	40 05	Bag Nos	133	By Auto	Party	Nigam	
17617	"	14.10	Pragful Sanitary Po 21034	①	Pedestal white		12	Nos	376	TS08	Shekhar	Nigam	

TAX INVOICE

Cell : [illegible]
7780156205

SRI RAMA FLYASH BRICKS

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

No. 943 / 196 36AKTPG8982A1ZR Date : 30-09-2021

M/s. Modi properties pvt Ltd.
M.G. Road. Secunderabad
GSTIN- 36AABCM4761E1ZM.

TIN No. .... Date : ....
Order No. 81118-17832 Date 28-09-2021

Sl. No.	PARTICULARS	Size	Quantity	Rate Per	Amount Rs.	Ps.
	V+8+16 Solid Bricks	200x200x400				
	DC NO- 3183	200x150x400	700	21	14700 -	00
		200x100x400				
		S. TOTAL			14700 -	00
		CGST		2.5%	367 -	50
		SGST		2.5%	367 -	50
		G.TOTAL			15435 -	00

For SRI RAMA FLYASH BRICKS
Proprietor
15/03/23

*Goods once sold will not be taken back
*Our risk and responsibility ceases when the goods are delivered or dispatched.

Receiver's Signature

"TRUE COPY"

For SRI RAMA FLYASH BRICKS

Authorised Signatory

DELIVERY CHALLAN

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks

Sy. No. 140 & 141, Near Gas Godowns,
Chengicherla, Hyderabad.

Cell : 9246043189, 7780156205

36AKTPG8982A1ZR

81118-178032

No. 3183

Date : 28/09/2021

M/s Modi Properties - Pvt Ltd

Name : Modi Properties - Pvt Ltd

Vehicle No. AP 29 TA 5122 Time ....

Material : 4X8X16 Solid Bricks Qty. 700

Raju

Driver's Signature

Authorised Signature