PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/04/23	Prepared by	V. RAVI	Serial no.	**16377**
Supplier name	Sri Ramya Srinath Bricks.			HO inward no.	
Firm/Company	NPPL	Project	NPL	HO received date	
PO/WO date	20/09/21	PO/WO No.	81157	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	950	06.10.21	22,785-00	✓ □ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,785-00

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	97136 & 97260	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:	22,785-00
Amount E – PO / WO value:	22,785-00
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	14/04/23.
Remarks:	final 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. INWARD No. 397 Date 11-4-23 Sign.

Form for closure of purchase order

PO no.:	81157	PO date:	29/09/21	Req. no.:	178033	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	97136, 97260

□ 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

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: Divy	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: Sargett	Sign: Sgett	Date: 28/3/23

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.	950	06.10.21	22,785-00	97136 & 97260
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

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	**Doc No**	81157	178033
Sy no-215, Hema Nagar, Boduppal, Hyderabad, Ranga Redy(Dist), Telangana-500092	**Doc Date**	29-09-2021	
	Quote No	Nil	
GSTIN 36AKTPG8982A1ZR	**Quote Date**	19-05-2021	
9246043189 9246043189	**SupplyType**	Supply	

Kind Attn : G.Prasad

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	700.00	31.00	0.00	5.00	22,785.00
	Total Order Value . . .					**22,785.00**

Rupees : Twenty Two Thousand Seven Hundred Eighty 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 : __/__/____

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 Signature
17618	29.9.21	14.10	Powerful Sanitary	①	Non Return Valve	15 mm	10	no	600	TS10U13 3122	Shekhar	Nizam	
			PC. 81069/	②	Brass Ball Valve	15 mm	15	no					
				③	GI Nipple	15x10mm	20	no					
17619.	"	14.30	Bharat Petroleum	①	Diesel		3000	Rupees	16021	By Bike	Vijay	"	
17620	30.9.21	10.07	Jai Mathaji Traders	①	white Tile Grout	1 Kg	04	PKT	—	By Bike	Vijay	"	
				②	Cutting wheel	4"	20	nos					
17621	"	12.29	Jai Mathaji Traders	①	Al Bolt	8x75	50	nos	—	By Bike	Vijay	"	
17622	"	14.44	Jai Mathaji Traders	①	Screws	50x8	01	Box	—	By Bike	Vijay	Nizam	
17623.	"	11.46	Sai Rama Flyash Brick	①	Solid Bricks	6"x8"x6"	450	nos	3050	TS08UE 9402	Party	Nizam	
			PC. 81157/18033										
17624	"	17.33	Ushodaya Super Market	①	Britannia		02	PKT	00000055	By Hand	Sai	Nizam	
				②	water Bottle		04	nos					
17625.	01.10.21	11.53	Moslim	①	Pipe		100	Rupees	—	By Bike	Vijay	"	
17626	"	12.11	Jai Mathaji Traders	①	Cutting wheel	14"	02	nos	—	By Bike	"	"	
				②	— do —	4"	10	nos					
17627	"	16.12	Jai Mathaji Traders	①	Fan rod	10'	12	nos	—	By Bike	"	"	
17628	"	17.45	Jai Mathaji Traders	①	I, Tape		20	nos	—	"	"	"	
17629	"	13.24	Sai Rama Flyash Bricks	①	Solid Bricks	4x8x16	900	nos	3254	TS08UE 9402	Party	"	
			17803/18094										
17630	"	14.10	Summit Sales LLP	①	UPVC End Cap	1½"	30	nos	16891	TS10UB 3122	Shekhar	Nizam	
17E1			PC. 81068/	②	" Pipe 2.5mm	10 Fit	50	nos					
				③	" Pipe	1¼"	50	nos					

Thereafter, prepare advice for credit to supplier and send to Soham for processing.

☐ Close PO ☐ Keep PO open. Material awaited

7780156205

SRI RAMA FLYASH BRICKS

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

No. 950 203

36AKTPG8982A1ZR

Date : 06-10-2021

M/s. Modi properties Pvt Ltd,
M.G. Road, Secunderabad
GSTIN- 36AAAECM4761E1ZM.

TIN No. .... Date : ....

Order No. 81157-178033 Date : 29-09-2021

Sl. No.	PARTICULARS	Size	Quantity	Rate Per	Amount Rs.	Ps.
	6×8×16 Solid Bricks DC No's- 3050, 3354.	200x200x400 200x150x400 200x100x400	700	31	21700 -	00
			S. TOTAL		21700 -	00
			CGST	2.5%	542 -	50
			SGST	2.5%	542 -	50
			G.TOTAL		22785 -	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

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks
Sy. No. 140 & 141, Near Gas Godowns,
Chengicherla, Hyderabad.

Cell : 9246043189, 7780156205
36AKTPG8982A1ZR

~~Pono: 84587-178033~~

No. 3050

Date : 30/9/21

M/s modi properties pvt ltd

Name : modi properties pvt ltd

Vehicle No. TS08UC 9402 Time

Material : 6x8x16 Solid Bricks Qty. 450

INWARD	
Inward No:	Dt. 30/9/21
MRN No:	Dt.
Received By	Sign

Modi Properties Pvt Ltd
Sy No

Driver's Signature

Authorised Signature

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

P.O No: 81157-178033

No. 3354

Date : 04/10/21

M/s Modi ~~Build~~ Properties Pvt Ltd

Name : Modi Properties Pvt Ltd

Vehicle No. AP03Y 551 Time

Material : 6x8x16 Solid Brick Qty. 250

Driver's Signature

Authorised Signature

INWARD	
Inward No:	Dt: 4/10/21
MRN No:	Dt:
Received By	Sign YAKOOB

Modi ... Sy. N.