PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/04/23	Prepared by	V.RAVI	Serial no.	16378
Supplier name	Sri Rama Vijaya Bricks.			HO inward no.	
Firm/Company	HPPL	Project	NPL	HO received date	
PO/WO date	18.11.21	PO/WO No.	B2736	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1038	~~14.00~~ 29/11/21	15435.00	☑ 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.: 99601	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	14/04/23
Remarks: find bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:					
Date		14/10/23.			
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. 398 Date 11/4/23 Sign SECUNDERABAD

Form for closure of purchase order

PO no.:	8286	PO date:	18/11/21	Req. no.:	17/175	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: 99601

☐ 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: Dhruva Sign: [signature] Date: 25/3/23.

Data required from accounts:

☐ Checked with E&D for receipt of bills.

☑ Bills not received against this PO. ☐ Part bill received against this PO. ☐ 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: Sangeeta Sign: [signature] 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.	1038	29.11.21	15,435-00	99601.
2.				
3.				

Remarks: Need MD's Approval for enclosed certified true copy.

Prepared by: Ravi Sign: [signature] 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 10:39:18 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**	82736	178175
	Doc Date	18-11-2021	
	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

Name : _____

Accepted the above Terms And Conditions

For ***Sri Rama Flyash Bricks***

Name : _____

Date : __/__/____

	"		Summit Sales III	① Insulation Tape		10	Nos					
				② Bend	25mm	100	Nos	F1575				
				③ Junction Box	25mm	40	Nos					
				④ PVC Pipe	1"x1.5	50	Nos					
18C45	"	"	Summit Sales III	① Switch	6 Amp	30	Nos	F1572				
				② Plalular Socket	6A	30	Nos					
				③ Distribution Board	3 Phase	C-1	Nos					
				④ Isulator		C-1	Nos					
18C46	"	"	Summit Sales IIP	① GP Bottle Lamp		15	Nos	F1578	"	"	"	
				② Flush Plate		15	Nos					
18C47	"	"	Summit Sales IIP	① Araldite		10	Gms	F1589	TS100B 3122	Shekhar	Nigam	
18C48	"	"	Summit Sales IIP	① Metal Box	8 way	10	Nos	F1591	"	"	"	
				② Metal Box	6 way	60	Nos					
18C49	"	"	Summit Sales IIP	① PVC Double Socket Pipe	10'3"	25	Nos	F1596	"	"	"	
				② " Plain Tee	3"	10	Nos					
				③ " Bend Plain	3"	10	Nos					
				④ " Rigid Tee	1½"	10	Nos					
18C50	"	"	Summit Sales IIP	① GPVC MTA	1¼"	10	Nos	F1594	TS100B 3122	Shekhar	Nigam	
18C21	"	16:10	Summit Sales IIP	① Saddle Ali Carry	5'4"x5'4"	22	Nos	4106	AE26X	Kumar	Nigam	
						621.41	Sft	5637	3187			
18C50	24/11/21	16:03	Sri Rama Flyash Brick PO 20234 F1815	① Solid Brick	9x8x4	400	Nos	358 308	AE4TA 3122	Party	Nigam	

TAX INVOICE

Cell : 9246043189
7780156205

SRI RAMA FLYASH BRICKS

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

36AKTPG8982A1ZR

No. 1038 (282)

Date : 29-11-2021.

M/s Modi Properties Pvt Ltd,
Mehdi Road, Secunderabad
GSTIN - 36AABCM4761E1ZM

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

Order No. 82736-178175 Date : 18-11-2021.

Sl. No.	PARTICULARS	Size	Quantity	Rate Per	Amount Rs.	Ps.
	4x8x16 Solid Bricks PC NO - 3538	200x200x400 200x150x400 200x100x400	700	21	14700	00
				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.

29/11/21

Receiver's Signature

For SRI RAMA FLYASH BRICKS

Authorised Signatory

"TRUE COPY"

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

PO No - 82736 / 787/5

No. 3538 Date : 24/11/2021

M/s Modi Properties PVT Ltd

Name : Modi Properties PVT Ltd

Vehicle No. AP 29 TA 5122 Time

Material : 4x8x16 Solid Brick Qty. 700

INWARD	
Inward No	Dt 24/11/21
MRN No:	Dt.
Received By	Sign

Modi Properties PVT. LTD.
Sy No. 140 & 141

Driver's Signature

Authorised Signature