PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/4/23	Prepared by	V. RAVI	Serial no.	**16416**
Supplier name	M. Sudarshan.			HO inward no.	
Firm/Company	N.E	Project	N.E	HO received date	
PO/WO date	04/08/22	PO/WO No.	90728.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	19C	23.08.22	12,177-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,177-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	Installation report enclosed.	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:	12,177-00
Amount E – PO / WO value:	12,177.60
Amount F – Difference (A – E):	0.60
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	27/4/23.
Remarks:	final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		26/4/23.			
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. 161
Date 26/4/23
Sign. 3

Form for closure of purchase order

PO no.: 90128	PO date: 4/8/22	Req. no.: 175515	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: close PO. Installation Completed.

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: A. Sravani	Sign:	Date: 19/4/23

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.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: D. Loop	Sign:	Date: 25/4/23

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.	196	23.08.22	12,177-00	
2.				
3.				

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

Prepared by: Ravi	Sign:	Date: 25/4/23

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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 19-04-2023 16:03:47

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. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	90728	175515
Doc Date	04-08-2022	
Quote No	NIL	
Quote Date	04-08-2022	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	461900 - WIND-Windows - Al-Sliding with mesh-- - 900WX1200Hmm - Nos *3-Track 3'x4'-2 Nos*	24.00	430.00	0.00	18.00	12,177.60
					Total Order Value . . .	**12,177.60**

Rupees : Twelve Thousand One Hundred Seventy Seven and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above order for Villa No-148,150 purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at NE-Pocharam Contact Person Mr Vijay-9849497484.

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________________

Name : ____________________

Date : __/__/____

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	NE	Requisition nos.:	175515
Project:	NE	PO no.:	90728
Supplier:	Mr.M. Sudarshan	Material type:	AL Sliding windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	23.08.22	148 & 150	Al sliding window	3' x 4'	02 No's
02					
03					
				Total:	02 No's

Remarks: PO completed . close PO .

Approved by	Project manager	Security	Admin (Audit)
		Bishnu	

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Nilgiri Estate's
5-4-187/3&4 II Floor M.G Road Sec'bad

GST No 36 AAHFN0766F1ZA

Bill No. 196 Date : 23-8-22

D.C No. Date :

Order No. 90728 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminium Powerde Coating 3 Trak Sliding windows with 4mm Plain Glass 3'-0 X 4'-0 X 2 Nos V No 148, 150			SFT 24-0	430-00	10320	00
		SUB TOTAL				10320	00
		SGST %		9		928	80
		CGST %		9		928	80
		IGST %					
		GRAND TOTAL				12177	60

Rupees In Words : Twelve thousand one hundred Seventy Seven and Sixty Paisa only

SUMMIT SALES LLP R.R. DIST. IN WARD No: 98188 Date: 23/8/22 Sign:

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

M. Sudarshan

IN WARD 98188 23/8/22

For M. SUDARSHAN

Sudarshan

Signature

"TRUE COPY"