

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/5/23	Prepared by	V. RAVI	Serial no.	17540
Supplier name	Jyothi Rambo Pelling & HPL			HO inward no.	
Firm/Company	MHPL	Project	SOV-111	HO received date	
PO/WO date	03/02/23	PO/WO No.	96755	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	170	13/2/22	3000-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3000-00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 117374	Proof of delivery matches MRN ☒ Yes ☐ No
Amount B – Other Credits : Transportation charges	1200-00
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4200-00
Amount E – PO / WO value:	3000-00
Amount F – Difference (A – E):	1200-00
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	14/5/23
Remarks: find bill & close this P.O.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		12/5/23			
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.



Form for closure of purchase order

PO no.: 96755	PO date: 3/2/23	Req. no.: 185384	Advice Scan ID	
Barcoded PO available ☒ Y ☐ N	Invoice original available ☒ Y ☐ N	Copy available ☒ Y ☐ N	POD available ☒ Y ☐ N	
Data required from site engineers:				
MRN nos. related to PO 117374				
☐ 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:				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC's proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Menaph	Sign:	Date: 10/4/23		
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.				
Remarks by Accountants: Bill not received				
Prepared by: Ravi	Sign:	Date: 10/4/23		
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.	170	13.02.23	4200.00	117374
2.				
3.				
Remarks: Need certified true copy from Vendor.				
Prepared by: Ravi		Sign:		Date: 12/4/23
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

10-04-2023 10:52:40

Original / Office Copy / Purchase Div. Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
GST No. : 36AADCM5906D2Z0

Supplier Details

Jyothi Bamboos Ballies & Mats Merchants
1-30, Laxmi Sai Gardens, Opp.ZPSchool, Malkajgiri, hyderabad500047

GSTIN 36BFEP0104QIZA
9246802999

Doc No	96755	185384
Doc Date	03-02-2023	
Quote No	NIL	
Quote Date	01-02-2022	
SupplyType	Supply	

Kind Attn : MR.N.Anand Rao

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 848900 - TOOL-Tools - Bamboo ladder-- - 3600mm - Nos	2.00	600.00	0.00	0.00	1,200.00
2 155500 - TOOL-Tools - Bamboo ladder-- - 4500mm - Nos	2.00	900.00	0.00	0.00	1,800.00
Total Order Value . . .					3,000.00

Rupees : Three Thousand Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms Within 7 days of delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Within 5 days

Delivery Location Silver Oak Villas Part III
Sy.No.11,12,14,15,16,17,18 , 294
Phone. 0

Penalty For Delay Nil

Transportation Extra.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for site work purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

Accepted the above Terms And Conditions

For **Modi Housing Pvt.Ltd**For **Jyothi Bamboos Ballies & Mats Merchants**

Authorised Signatory

EPRO104012A DELIVERY CHALLAN

Cell : 9246802999
9866688832

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

RECEIVED

No. 1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 47.

Date

13/12/2023

No.

213

Mode: Housing Plot 1+1

PONO 96755

9392840912

Nett:

S. No.	PARTICULARS	SIZE	QUANTITY
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1) 02 Bamboos ladders

12 2

2) 2 Bamboos ladders

15 2

3) *Handwritten signature*

INWARD	
Inward No. 784	Dr: 13/12/23
MRN No. 12324	Dr: 13/12/23
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>

Goods once sold will not be exchanged.

M.H.P. SOV-CH

[Signature]
Signature

CASH/CREDIT MEMO

Cell : 9246802999
9866688832

GSTIN : 36BF:EPRO104012A

HSN : 4401

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

RECEIVED

No. 1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 500 047.

No. 1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 500 047.

No.

170

Mode: Housing Plot 1+1

PONO 96755 Dt 13/12/2023

Sr

S. No.	PARTICULARS	RATE	AMOUNT Rs. Ps.
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1) 12 Bamboos ladders

2nos 600/- 1200

2) 15 Bamboos ladders

2nos 900/- 1800

3) *Handwritten signature*

INWARD	
Inward No. 784	Dr: 13/12/23
MRN No. 12324	Dr: 13/12/23
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>

Goods once sold will not be exchanged.

M.H.P. SOV-CH

[Signature]
Signature

Purchase Order

Page(s) 1 Of 1

03-02-2023 2:37:34 PM



96755

28.01.23 12:54:54

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details

Jyothi Bamboos Ballies & Mats Merchants
1-30, Laxmi Sai Gardens, Opp.ZPSchool, Malkajgiri, hyderabad500047

GSTIN 36BFEPR0104QIZA
9246802999

Doc No	96755	185384
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Quote Date	01-02-2022	
SupplyType	Supply	

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Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0

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Transportation Extra.

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Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for site work purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site.
Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Modi Housing Pvt.Ltd**

Authorised Signatory

Name : _____

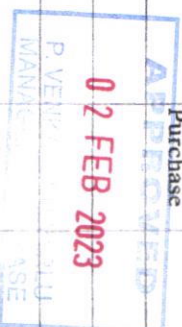
Accepted the above Terms And Conditions

For **Jyothi Bamboos Ballies & Mats Merchants**

Date : __/__/__

Name : _____

Requisition Form							
Company Name:		Modi Housing Pvt Ltd		Date:	01-02-2023		
Site & Phase :		SOV-III		Time:	14:50		
Unit No./Block No.		for site use purpose					
Supplier:				Req. No.	185384		
Material required before date:				10-02-2023	ID No.	83936	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	TOOL9338-Tools-Bamboo ladder---3600mm-Nos	2	0	2			
2	TOOL9353-Tools-Bamboo ladder---4500mm-Nos	2	0	2			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		for site use purpose					
Engineer		Project Manager					
Prepared By:		B.Meenakshi					
Approved By:		K.Purshotam					
Sign & Date:		01-02-2023					



BAMBOOS, BALLIES & MATS MERCHANTS

1-30, Laxmi Sai Garden's
Opp. Z.P. School, Malkajgiri,
Hyd-500 047.

1-30, Laxmi Sai Garden's
Opp. Z.P. School, Malkajgiri,
Hyderabad, Telangana - 500 047.

Date: 13/2/2023

170
Modi Housing PVF 17d

S. NO.	PARTICULARS	RATE	AMOUNT	
			Rs.	Ps.
	PONB 96755073/2/2023 OCN 212 Dt 13/2/2023			
1)	12 2 NOS Bamboe Ladders	600/-	1200	
2)	2 NOS Bamboe Ladders	900/-	1800	
3)	Tank		1200	
			↑	
			4200	

Jyothi Bamboos, Ballies & Mats Merchants
1-30, Laxmi Sai Garden's Opp: Z.P. School
Malkajgiri Hyd-500 047. T.S.

Tot

Signature

Once sold will not be taken back or Exchanged

"TRUE COPY"