

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06/07/23		Prepared by: V. RAVI		Serial no. 18662	
Supplier name: Avighna Distributors.				HO inward no.	
Firm/Company: MRMLP		Project: G.M.R		HO received date	
PO/WO date: 04.05.23		PO/WO No. 20230504046		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	17	04.05.23	3422-00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3422-00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230601047		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:				3422-00	
Amount E – PO / WO value:				3422-00	
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		07/07/23.			
Remarks: find bill.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		06/07/23			
Date		(V. RAVI)			
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

20230504011

PO no.: 20230504011	date: 4/5/23	Req. no.:	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	20230601047		
☐ 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: Total 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: SK-Goshwe	Sign: [Signature]	Date: 20/06/23	
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	Cr. given to supplier
1.			
2.			
3.			
4.			
Remarks by Accountants:			
Prepared by: Rajyalau	Sign: [Signature]	Date: 3/7/23	
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
1.	17	04.05.23	3422-00
2.			
3.			
MRN no. 20230601047.			
Remarks: Need MD's approval for enclosed			
Prepared by: Ravi	Sign: [Signature]	Date: 04/07/23	
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
04 JUL 2023
SOHAM K JODI
MANAGING DIRECTOR

04 JUL 2023

JODI
DIRECTOR

Purchase Order

Original

From Company:	Modi Realty Mallapur LLP 5-4-187/3&4, IInd Floor, Soham Mansion M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36AAEFM1459R1ZP	Delivery Location:	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. Next to NFC Rai Hyderabad, Telangana, 500076 Ramprasad, 9502211011
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Supplier Details		PO No	20230504046	Quote No	Nil
Avighna Distributors B 80, JJ Nagar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri. Hyderabad, TG, 500094 GSTIN:36FSTPS6819H1ZS Sai Mohan, 7075153859		PO Date	04 May 2023	Quote Date	05 May 2023
		Supply Type	Purchase Order	Requisition Num	20230504011

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount		
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT		SGST AMT	
1	FUNF9850-Furniture & fixtures-Notice Board--Misc-Nos.	1.00	2,900.00	0%	2,900	0%	9%	9%	0	261	261	3,422	
						Total Amount ...					0	261	3,422

Rupees in words : Three Thousand Four Hundred And Twenty Two Only.

Terms and Conditions:-

Purchase Order

Original

Additional Specifications	Nil.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 3 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Nil.
Payment Terms :	After material delivery and on submission of bills.
Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.
Other Terms:	For site use purpose

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertics.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

