PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/07/23	Prepared by	V. RAVI	Serial no.	**18642**
Supplier name	Kaveri Timber Depot.			HO inward no.	
Firm/Company	MPPL	Project	plot no:280	HO received date	
PO/WO date	01.03.22	PO/WO No.	85922	Scan ID.	

Si no.	Bill no.	Bill date	Bill amount	Original attached
1.	377	09.03.22	9341-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8161-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN □ Yes □ No
Amount B –Other Credits : Transportation charges	1180-00
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	9341-00
Amount E – PO / WO value:	8161-00
Amount F – Difference (A – E):	1180-00
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	13/7/23.
Remarks:	final bill and Transportation charges extra.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		10/7/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
14 JUL 2023
SOHAM MODI
MANAGING DIRECTOR

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. 4328
Date 15/7/23
Sign.

Form for closure of purchase order

PO no.:	85922	PO date:	01/03/22	Req. no.:	183416	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: Material Received at Site.

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: Meenakshi.N Sign: Date: 13/04/2023.

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.				

Remarks by Accountants:

Prepared by: Sangeetha Sign: Date: 11/4/23

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.				
2.				
3.				

Remarks: Need certified true copy from vendor

Prepared by: Ravi Sign: Date: 13/4/23

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10/04/2023 14:52:21

8 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		
Kaveri Timber Depot Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. **GSTIN** 36AAFFK7078K1ZT 9441723939	**Doc No**	85922 183416
	Doc Date	01-03-2022
	Quote No	Nil
	Quote Date	25-02-2022
	SupplyType	Supply

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2240 - Carpentry - wood - Teak wood Beading - other - rft *7'6" x 2" x 1" - 04 nos*	30.00	76.00	0.00	18.00	2,690.40
2	2240 - Carpentry - wood - Teak wood Beading - other - rft *6'6" x 2" x 1" - 06 nos*	39.00	76.00	0.00	18.00	3,497.52
3	2240 - Carpentry - wood - Teak wood Beading - other - rft *4'0 x 2" x 1" - 04 nos*	16.00	76.00	0.00	18.00	1,434.88
4	2240 - Carpentry - wood - Teak wood Beading - other - rft *3'0 x 2" x 1" - 02 nos*	6.00	76.00	0.00	18.00	538.08
					Total Order Value . . .	**8,160.88**

Rupees : Eight Thousand One Hundred Sixty and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / All items shall be of African Teakwood.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next day.

Delivery Location Mr.Soham Modi

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ______________________ Name : ______________________ Date : __/__/____

Purchase Order

 10/04/2023 14:52:21 Original / Office Copy / Purchase Div.Copy

Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37

Phone. 040-23545772

Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Plot no. 280 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 Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ______________________

Name : ______________________

Date : __/__/____

Estimate/Draft PO

Page(s) 1 Of 1 25-02-2022 16:07:30

85922
14.02.22 3:00:03

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			
Kaveri Timber Depot	**Doc No**	85922	183416
Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076.	**Doc Date**	25-02-2022	
GSTIN 36AAFFK7078K1ZT	**Quote No**	Nil	
	Quote Date	25-02-2022	
9441723939	**SupplyType**	Supply	

Kind Attn : Mr. Laxman Patel

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2240 - Carpentry - wood - Teak wood Beading - other - rft *7'6" x 2" x 1" - 04 nos*	30.00	76.00	0.00	18.00	2,690.40
2	2240 - Carpentry - wood - Teak wood Beading - other - rft *6'6" x 2" x 1" - 06 nos*	39.00	76.00	0.00	18.00	3,497.52
3	2240 - Carpentry - wood - Teak wood Beading - other - rft *4'0 x 2" x 1" - 04 nos*	16.00	76.00	0.00	18.00	1,434.88
4	2240 - Carpentry - wood - Teak wood Beading - other - rft *3'0 x 2" x 1" - 02 nos*	6.00	76.00	0.00	18.00	538.08
					Total Order Value . . .	**8,160.88**

Rupees : Eight Thousand One Hundred Sixty and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of African Teakwood.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Plot no. 280 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.'

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

T.D. Nprey
25/2/22

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : 25/02/2022

Accepted the above Terms And Conditions

For *Kaveri Timber Depot*

Name : ____________

Date : __/__/____

B

Requisition Form

Company Name:	MPPL	Date:	25-02-2022
Site & Phase :	PLOT 280	Time:	10:30 AM
Supplier		Req. No.	183416
Material required before date:	Urgent	ID No.	74137

No	Description	Size	Quantity	Units	Inward No	Date
1	BEADING (Teakwood)	7'6"X2"X1" (LWD)	04	Nos		
2	BEADING "	6'6"X2'X1"	06	NOS		
3	BEADING "	4'X2"X1"	04	NOS		
4	BEADING "	3'X2"X1"	02	NOS		
5						
6	African Teak =>	81+18%. Per Rft				
7		76+18%.				
8						
9	85922					
10						

Remarks : Towards plot 280 purpose.

Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	25- 2-2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

T.D. [illegible]
25/2/22

25/02/2022

CASH / CREDIT MEMO

Kaveri Timber Depot

Dealers in : Burma Teak, Indian Teak, African Teak, Salwood, Non-Teak, Moulding & Plywood.

Plot No. 2, ECIL Road, IDA, Nacharam, Hyderabad - 76.

No. 377

Date : 09.03.2022

M/s. MODI PROPERTIES PVT LTD.

GST :- 36AABCM3476IE1ZM [P.O NO: 85922/183416] 1.3.22

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
	TOP WOOD CUTSIZES.					
	7½ - 2x1 = 4NOS 0.011	30FT				
	6½ - 2x1 = 6NOS 0.015	39FT				
	4' - 2x1 = 4NOS 0.006	16FT				
	3' - 2x1 = 2NOS 0.002	6FT				
	0.034	91FT @ 76			6,916 =	00
			TRANSPORTING		1,000 =	00
			TOTAL		7,916 =	00
			CGST 9 %		712 =	00
			SGST 9 %		712 =	00
			IGST %			
			ROFF		[illegible]	
			TOTAL AMOUNT GST		9341 =	00

KAVERI TIMBER DEPOT
Plot No. 2, Sy No. 52 and 54,
Road No. 7, IDA Nacharam
Hyderabad - 500076

"TRUE COPY"

E. & O.E.

Party GSTIN No.

Way Bill No.

Vehicle No. :

HDFC Bank
A/c. No. 50200005516244
IFSC Code : HDFC0000081
Branch : Himayathnagar

* Goods once sold will not be taken back.
* No claim will be admitted by us once goods delivered from our premises.
* Interest rate @ 24% will be charged of this bill, if not paid within a week time.

For Kaveri Timber Depot