PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29.09.23	Prepared by	V.RAVI	Serial no.	
Supplier name	Sri Sai Vishal Enterprises.			HO inward no.	
Firm/Company	MHPL	Project	SOV-III	HO received date	
PO/WO date	16.2.22	PO/WO No.	85601	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1725	31.03.22	17,050.00	□ Yes ☑ No
2.	1665	30.03.22	43,410.00	□ Yes ☑ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	60,450.00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report	
MRN nos.: 105582, 105159, 105160, 105203, 105581 & 105582	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:	60,450.00
Amount E – PO / WO value:	155,000.00
Amount F – Difference (A – E):	94,550.00
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	05/10/23.
Remarks: final bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		29.9.23			
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.: 85601	PO date: 16/2/22	Req. no.: 185147	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: part 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: K Tulasi Rao	Sign:	Date: 14/9/22

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: Ramesh	Sign:	Date: 14/9/23

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.	172	31.03.22	17050.00	105582.
2.	166	30.03.22	43,400-00	As per list enclosed
3.				

Remarks: Need MD's Approval to get certified (true) copy from vendor.

Prepared by: Ravi	Sign:	Date: 16/09/23

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
14 SEP 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 14-09-2023 12:18:27 Original / Office Copy / Purchase Div.Copy

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			
Sri Sai Vishal Enterprises	**Doc No**	85601	185147
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	16-02-2022	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	19-05-2021	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	5,000.00	31.00	0.00	0.00	155,000.00
					Total Order Value . . .	**155,000.00**

Rupees : One Lakh(s) Fifty Five Thousand 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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for Commercial complex 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 deli vary /DC can be sent by email.

For *Modi Housing Pvt.Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

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

✆ : 8367679193

TAX INVOICE

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF

(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s MODI Housing pvt Ltd
Cherapally

Party GSTIN 36AADCM5906Q2Z0

Inv. No. 172 Date : 31·03·22
D.C. No. 264 Date : 31·03·22
P. O. 85601 Date :
Payment
State : TELANGANA Code : 36

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Cement Solid Bricks					
	4X8X16		550	31	Nos	17,050 = 00
	6X8X16 →					
	6X8X12					

SUMMIT SALES LLP INWARD No. 93044 Date 6/4 Sign: R.R. DIST.

Rupees in words Seventeen Thousand - Fifty only

TOTAL	17,050 = 00
SGST @ %	-
CGST @ %	-
GRAND TOTAL	17,050 = 00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368 Branch : Nacharam

E. & O.E.

For SRI SAI VISHAL ENTERPRISES

SRI SAI VISHAL ENTERPRISES
Street No: 17, Tarnaka, Secunderabad.

Bill Not Recived.

Ch. Ramakrishna. 6/9/23

Date: 31.03.22

Bill No: 172

SRI SAI VISHAL ENTERPRISES

Modi Housing pvt ltd cherapally

DATE	V.NO	DC.NO	6 X8X16	PO.NO	PO.DATE
31.03.22	2216	264	550 nos	85601	
		Total	550 nos		

Cement Blocks – Weekly Delivery Report

Company/ firm:	MHPL SOV	Requisition nos.:	185147	Total PO quantity:	5000
Project:	SOV-III	PO No(s).	85601	Quantity delivered in earlier period:	2450
Block /Flat / Villa no.:	A	Total material delivered	Yes/ No	Quantity delivered during week:	900
Supplier:	Sri sai vishal enterprises	Close PO:	Yes / No	Balance quantity to be delivered:	1650
Sign of security		Sign of Admin		Sign of Project manager	
Date	31-03-22	Date	31-03-22	Date	31-03-22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	19-02-22	10.00	6X8X16	350	235	249	103968
2.	19-02-22	10.30	6X8X16	350	236	250	103970
3.	19-02-22	11.00	6X8X16	350	237	251	103969
4.	19-03-22	10.30	6X8X16	350	238	252	104040
5.	22-03-22	10-40	6X8X16	350	252	280	105159
6.	22-03-22	11-00	6X8X16	350	253	281	105160
7.	23-03-22	3.30	6X8X16	350	254	283	105203
				2450			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	30-03-22	04:00	6X8X16	350	261	283	105581
2.	31-03-22	03:30	6X8X16	550	264	288	105582
3.				900			

Ⓒ : 8367679193

TAX INVOICE

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF
(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s MODI HOUSING PVT LTD
Cherapally

Party GSTIN 36AADCM5906Q2Z0

Inv. No. 166 Date : 30.03.22
D.C. No. 252, 253, 254, 261 Date : 22, 22, 22, 30 march 2022
P.O. 85601 Date :
Payment
State : TELANGANA Code : 36

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Cement Solid Bricks					
	4X8X16		1600	31	Nos	43,400=00
	6X8X16					
	6X8X12					

FC

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 97098
Date: 6/9
Sign:

Rupees in words fourty Three Thousand four Hundred only

TOTAL	43,400=00
SGST @ %	-
CGST @ %	-
GRAND TOTAL	43,400=00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368
Branch : Nacharam

E. & O.E.

For SRI SAI VISHAL ENTERPRISES

SRI SAI VISHAL ENTERPRISES
Street No: 17, Tarnaka, Secunderabad.

Bill Not Recived

Ch. Ramakrishna 6/9/23

Date: 30.03.22
Bill NO: 166

SRI SAI VISHAL ENTERPRISES

MODI Housing pvt Ltd Cherapully

DATE	V.NO	DC.NO	6 X8X16	PO.NO	PO.DATE
22.03.22	0811	252	350 Nos	85601	
22.03.22	0811	253	350 Nos	85601	
22.03.22	0811	254	350 Nos	85601	
30.03.22	0811	261	350 Nos	85601	
		Total	1400 Nos		