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 SOV	Project	SOV-III	HO received date	
PO/WO date	05.11.22	PO/WO No.	93665	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	132	20.03.23	11,050-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,050-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report	

MRN nos.:	116700	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:	11,050-00
Amount E – PO / WO value:	52,000-00
Amount F – Difference (A – E):	40,950-00
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	30.09.23
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		29.09.23			
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.:	93665	PO date:	05/11/22	Req. no.:	185326	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	113585, 114083, 114995, 114996 and 116700	
□ 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 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: 12/9/23

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: 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.	132	20.03.23	11050-00	116700
2.				
3.				

Remarks: Need MD's Approval to get Certified True Copy

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

 29-09-2023 10:46:37 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**	93665	185326
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	05-11-2022	
	Quote No	Nill	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	04-11-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	955200 - BUIL-Building Material - Solid Block-- - 100mmX200mmX400mm - Nos	2,000.00	26.00	0.00	0.00	52,000.00
					Total Order Value . . .	**52,000.00**

Rupees : Fifty Two 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 compound wall& Tot lot 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 : __/__/____

Cement Blocks – Weekly Delivery Report

Company/ firm:	MHPL SOV	Requisition nos.:	185326	Total PO quantity:	2000
Project:	SOV-III	PO No(s).	93665	Quantity delivered in earlier period:	1575
Block /Flat / Villa no.:	A	Total material delivered	Yes	Quantity delivered during week:	425
Supplier:	Sri sai vishal enterprises	Close PO:	Yes	Balance quantity to be delivered:	Nill
Sign of security		Sign of Admin		Sign of Project manager	APPROVED BY
Date	25-01-23	Date	25-01-23	Date	23-01-2023

K. PURSHOTHAM
Project Manager

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	08-11-22	09:00	4x8x16	500	195	584	113585
2.	21-11-22	11:30	4x8x16	300	208	604	114083
3.	12-12-22	11:00	4x8x16	375	219	619	114995
4.	12-12-22	12:00	4x8x16	400	220	618	114996
				1575			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	30-12-22	05:35	4x8x16	425	130	632	116700
				425			

Remarks:

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow) 4. Total quantity and delivered quantity includes all types of blocks.

TAX INVOICE

Ⓒ : 8367679193

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 36AADCM5906D2ZD

Inv. No. 132 Date : 20-03-23

D.C. No. 130 Date :

P. O. 93665 Date :

Payment

State : TELANGANA Code : 36

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips Cross check with					
3.	Stone Dust A/c.					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Flyash Bricks					
	4X8X16		425	26	day	11050-00
	6X8X12					
	6X8X16					
	8X8X12					
	8X8X16					

SUMMIT SALES LLP IN WARD No. 10295 Date 23/3/23 Sign. R.R. DIST.

Rupees in words Eleven Thousand fifty only

TOTAL		11050-00
SGST @ -	%	-
CGST @	%	-
GRAND TOTAL		11050-00

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 Received Ch. Rama Krishna.

DATE: 20.03.23
Bill No: 132

SRI SAI VISHAL ENTERPRISES

Modi Housing Pvt Ltd Cherpally

ATE	V.NO	DC.NO	4 X8X16	PO.NO	PO.DATE
0.12.22	8193	130	425 No	93665	
		Total	425 No		

x .