

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29.09.23		Prepared by V. RAVI		Serial no.	
Supplier name Sri Sai Vidyal Enterprises.				HO inward no.	
Firm/Company MMPL 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 - w	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,050 - w
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 - w
Amount E – PO / WO value:			52,000 - w
Amount F – Difference (A – E):			40,950 - w
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: find bill & close this PO.			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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 ☐ Y/ ☒ N	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. Tulas, Rori		Sign: [Signature]	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.	
☐ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid:		Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Cr. given to supplier			
Remarks by Accountants: Bill Not Received			
Prepared by: [Signature]		Sign: [Signature]	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
1.	132	20.03.23	11050.00
2.			
3.			
MRN no. 116700			
Remarks: Need Not approve to get certified true copy			
Prepared by: Ravi		Sign: [Signature]	Date: 16/09/23.
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSSLP 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

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
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No	93665	185326
Doc Date	05-11-2022	
Quote No	Nil	
Quote Date	04-11-2022	
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
Penalty For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% pty 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 qty & 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

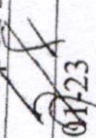
For **Sri Sai Vishal Enterprises**

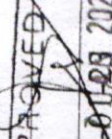
Name : _____

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:	Nil
Sign of security		Sign of Admin		Sign of Project manager	
Date	25-01-23	Date	25-01-23	Date	

APPROVED BY

 K. PURUSHOTHAM
 Project Manager (SOV-III)
 25-01-23 2023

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	330	632	116700
				425			
Remarks:							

Note: 1. Report to be sent to HFO 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

C : 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 prvt Ltd
CherapallyInv. No. 132 Date : 20-03-23D.C. No. 130 Date : _____P. O. 93665 Date : _____

Payment _____

Party GSTIN 36AADCM5906D2ZDState : **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.	Flyash Bricks					
	4X8X16 ✓ →		425	26	sq	11050.20
	6X8X12					
	6X8X16					
	8X8X12					
	8X8X16					
Rupees in words <u>eleven thousand five hundred and fifty only</u>		TOTAL				11050.20
Name : SRI SAI VISHAL ENTERPRISES Bank Name : HDFC BANK Account No. : 50200042541343 IFSC Code : HDFC0000368 Branch : Nacharam		SGST @ - %				-
		CGST @ - %				-
		GRAND TOTAL				11050.20

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**
SRI SAI VISHAL ENTERPRISES
 Street No. 17, Tarnaka, Secunderabad.

 Bill Not Raised
 Ch. Rama Krishna.

Bruno $\frac{1}{2}$ 13.2

modi Hanyu puri charyu

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