PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04.10.23	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	24.11.21	PO/WO No.	82897.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	157	16.03.22	27,300-00	☑ Yes □ No
2.	154	17.02.22	17,050-00	☑ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	44,350-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report	
MRN nos.: 103883, 104052 & 103698	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:	44,350-00
Amount E – PO / WO value:	125,000-00
Amount F – Difference (A – E):	80,650-00
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	10.10.23.
Remarks:	find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		04.10.23			
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.:	82897	PO date:	24/11/21	Req. no.:	185062	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	99598, 103485, 103883, 104052 & 105442, 99627, 103302, 103698, 103692

☑ 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:

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: 14/9/23

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: 30/09/23

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.	157	16.03.2022	27,300-00	103883 & 104052.
2.	154	17.02.2022	17,050-00	103698.
3.				

Remarks: Need MD's approval to get certified True copies from vendor.

Prepared by: Ravi	Sign:	Date: 30.09.23.

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
-2 OCT 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**	82897	185062
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	24-11-2021	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	23-11-2021	
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	2,000.00	31.00	0.00	0.00	62,000.00
2	1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	3,000.00	21.00	0.00	0.00	63,000.00
					Total Order Value . . .	**125,000.00**

Rupees : One Lakh(s) Twenty 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 B-Block East side for V.No 107 & 108 tot-lot area and CC Compound wall purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Date : _/_/__

Name : __________

Name : __________

Cement Blocks – Weekly Delivery Report

Company/ firm:	MHPL SOV	Requisition nos.:	185062	Total PO quantity:	3000
Project:	SOV-III	PO No(s).	82897	Quantity delivered in earlier period:	2600
Block /Flat / Villa no.:	A	Total material delivered	Yes/ No	Quantity delivered during week:	500
Supplier:	Sri sai vishal enterprises	Close PO:	Yes / No	Balance quantity to be delivered:	+100
Sign of security		Sign of Admin		Sign of Project manager	
Date	29-03-22	Date	29-03-22	Date	29-03-22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	24-11-2021	15.30	4X8X16	500	158	98	99598
2.	08-02-2022	14.30	4X8X16	800	222	228	103485
3.	18-02-2022	15.30	4X8X16	500	234	247	103883
4.	21-02-2022	10.50	4X8X16	800	240	253	104052
				2600			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	28-03-22	14.30	4X8X16	500	259	286	105442
2.							
	Total:			500			

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.

Cement Blocks – Weekly Delivery Report

Company/ firm:	MHPL SOV	Requisition nos.:	185062	Total PO quantity:	2000
Project:	SOV-III	PO No(s).	82897	Quantity delivered in earlier period:	1250
Block /Flat / Villa no.:	A	Total material delivered	Yes/ No	Quantity delivered during week:	550
Supplier:	Sri sai vishal enterprises	Close PO:	Yes / No	Balance quantity to be delivered:	200
Sign of security		Sign of Admin		Sign of Project manager	
Date	29-03-2022	Date	29-03-22	Date	29-03-22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	24-11-2021	1.30	6X8X16	350	160	99	99622
2.	05-02-2022	12.00	6X8X16	350	221	221	103302
3.	11-02-2022	15.30	6X8X16	550	224	231	103697
				1250			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.	14-02-2022	14.30	6X8X16	550	226	238	103698
3.							
	Total:			1700			

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 36AADCM5906C2Z0

Inv. No. 157 Date : 16.03.22
D.C No. 234, 240 Date :
P.O. 82897 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 Sand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Cement Solid Bricks					
	4X8X16 →		1300	21	Nos	27,300-00
	6X8X16					
	6X8X12					

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92387 Date: 19/3 Sign:

Rupees in words Twenty Seven Thousand Three Hundred only

TOTAL	27300-00
SGST @ %	--
CGST @ %	
GRAND TOTAL	27,300-00

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

"TRUE COPY"

For SRI SAI VISHAL ENTERPRISES

E. & O.E.

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

Bill Not Recived

Ch. Ramakrishna

© : 836767919

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 Chengally

Party GSTIN 36AADCM5906Q2Z0

Inv. No. 151 Date : 17-02-22
D.C. No. 226 Date :
P. O. 82897 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						

"TRUE COPY"

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91384 Date: 21/2 Sign:

Rupees in words Seventeen Thousand - Forty 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

For SRI SAI VISHAL ENTERPRISES

E. & O.E.

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

Bill Not Recived

Ch. Ramakrishna. 6/9/23