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	MRMLP	Project	G.M.R	HO received date	
PO/WO date	08.03.22	PO/WO No.	86190.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	001	02.05.22	38,750-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,750-00
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	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	38,750-00
Amount E – PO / WO value:	62,000-00
Amount F – Difference (A – E):	23,250-00
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:					
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.:	86190	PO date:	6/3/23	Req. no:	192924	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 material received. (Note: Brick regd not found in 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: Sk. Gaffur	Sign:	Date: 11/09/23

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.				
4.				

Remarks by Accountants: Bills not received

Prepared by: Rajmahanta	Sign:	Date: 30/9/23

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.	001	02.05.22	38,750-00	
2.				
3.				
4.				
5.				

Remarks: Need MD's approval to get certified true copy 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
- 2 OCT 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 29-09-2023 10:46:37 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sri Sai Vishal Enterprises 12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017. **GSTIN** 36ACZPL1512H1ZF 9391029193 9391029193	**Doc No**	86190	192924
	Doc Date	08-03-2022	
	Quote No	Nil	
	Quote Date	08-03-2022	
	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
					Total Order Value . . .	**62,000.00**

Rupees : Sixty 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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, 8309938133
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 A-Block back side drive way below work 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 Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Name : _____ Name : _____ Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

Inward No	Date	Time	Supplier	Item Company	Item Desc	Item Size	Quantity	Units	D.C.No	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8051	5/6/22	[illegible]	SCCG	(1) Tan Brown	Granite	9'x2'	05	Nos	4420	[illegible]	[illegible]			
				(2)	-do-	5'x2'	05				[illegible]			
8052			SSCG	(1) Tan Brown	Bearing	10'x7'2"	16	Nos	4436	86058	-do-	-do-		
				(2)	-do-	10'x8'2"	16							
				(3)	-do-	10'x10'6"	08							
				(4)	-do-	9'x9'	32							
				(5) Tan Brown	Granite	15'x5'	16							
				(6)	-do-	1'x7'6"	16							
				(7)	-do-	1'x5'6"	08							
8053		12.50	Sri Sai	V. Shah	(1) Solid Brick	6"x8"x16"	550	Nos	006	86190	TS[illegible]	[illegible]	[illegible]	
											UC 22[illegible]			
8054		14:10	SSCG	(1) EWC	Wall Hung		04	Nos	19619	86570	TS-10	[illegible]	[illegible]	
				(2) Wash Basin			04				OB 3[illegible]			
				(3) Pedastal			04							
				(4) Wash Basin	Rag Bolt		04							
8055		14:10	SSCG	(1) PVC Pipe	15mm		50	Nos	19603	86901	-do-	-do-	[illegible]	
				(2) Bend			20							
				(3) Tape			10							
				(4) Hacksaw Blade			04							[illegible]

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O.No	Vehicle No	Delivered By	Received By
8201	21/01/2[illegible]	14:00	Ussonaga [illegible]		@ Reflector [illegible]		Clase	698	[illegible]	[illegible]	By [illegible]		
8202	"	14:40	Sri Sai Vishal	① Cover	Rillos	6"x8"x16	350	NO'S	026	86197	TS 08 UC 0811	[illegible]	
8203	"	16:50	Vijetha Earthing	① Electrode	3Kg		50	Rop's	23	87202	TS-09 UA 4359	[illegible]	[illegible]
				②	Dia	100MM	05	NO'S					
				③	PP Earth pit		(10) 25	NO'S					
8204	"	"	SSLCP	①	Vitrified Tiles	2'x2'	52	Box's	4651	87534	TS-08 UH 2976	Venkat	[illegible]
				②									
8205	"	16:50	SSLCP	①	Tape		15	NO'S	19859	87481	TS-10 UR 3172	[illegible]	[illegible]
				②	PVC Round Cover		180						
				③	Stripe Connector		150						
				④	Blank Switch		135						
				⑤	MCB		18						
				⑥	Fan Regulator		21						
8206	"	14:50	SSLCP	①	S/S Pipe	4"	10	NO'S	19857	87342	-do-	-do-	[illegible]

GENERAL MATERIAL INWARD REGISTER

Inward No	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
8212	22/04/2	10:40	A7 Vupack	Plywood	① SC rews	25x6	01	Boxes	4054	-	By Bike	Mada	Jo	[signature]
					② -do-	38x6'	01							
					③ -do-	50x6'	01							
					④ -do-	75x6'	03							
					⑤ -do-	38x8'	01							
8213	-	10:50	Industry		① petrol	-	119	Rupees	-	-	By Bike	Naresh	Jona	
8214	.	11:10	Indian Oil		① petrol	-	119	"	"	-	-do-	-do-	Jona	
8215	.	11:20	Ambees		① water	Of	01	NO'S	1031	-	-do-	Santosh	Jona	
					② cock		01	"						
8216	.	15:40	Standard Electrical		① changeover	63Amps	02	NO'S	58	-	-do-	Raja Reddy	Jona	
8217	.	17:50	Sri Sai Vishal Ent		① solid bricks	6"x8"x16	350	NO'S	027	86190	TS-08 UE0811	Penty	Jona	
8218	23/4/22	12:10	Sri Akshya Filling		① Diesel	-	5000	Rupees	2881	-	By Bike	Raja Reddy	Jonan	[signature]

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 Reality Malkapur Cly
NFC

Party GSTIN 36AAEFM1459R1ZP

Inv. No. 001 Date : 02.05.22

D.C. No. 006, 026, 027 Date :

P. O. 86190 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					
	6X8X16 →		1250	31	Nos	38,750=00
	6X8X12					

Rupees in words Thirty eight Thousand Seven Hundred fifty only

TOTAL		38,750=00
SGST @	%	-
CGST @	%	-
GRAND TOTAL		38,750=00

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

"TRUE COPY"

E. & O.E.

For SRI SAI VISHAL ENTERPRISES

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

Date: 02.05

Bill No.: 001

MODI Reality Mallapur LLP NFC

SRI SAI VISHAL ENTERPRISES

DATE	V.NO	DC.NO	6 X8X16	PO.NO	PO.DATE
05.04.22	2246	006	550 Nos	86190	
21.04.22	0811	026	350 Nos	86190	
22.04.22	0811	027	350 Nos	86190	
		TOTAL	1250 Nos		