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	MRMLLP	Project	G.M.R	HO received date	
PO/WO date	05.01.22	PO/WO No.	84235	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	151	14.02.22	19,500-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,500-00
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:	19,500-00
Amount E – PO / WO value:	19,500-00
Amount F – Difference (A – E):	NIL
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:	final 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.:	84235	PO date:	5/1/22	Req. no.:	192634	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: Total material received. (NOTE: Brick report 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. Gowshee	Sign:	Date: 11/9/23

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.				
4.				

Remarks by Accountants: Bills not received

Prepared by:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

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

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	151.	14.02.22.	19,500-00	
2.				
3.				
4.				
5.				

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
- 2 OCT 2023
SOHAM MODI
MANAGING DIRECTOR

Invoice original available | DT/DN copy available | ... available | ...

Purchase Order

Page(s) 1 Of 1 08-09-2023 14:39:09 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	84235	192634
Doc Date	05-01-2022	
Quote No	Nil	
Quote Date	05-01-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1052 - Building material - Inter locking Blocks - Type I - 8ft X 8ft X 16in - Nos	500.00	39.00	0.00	0.00	19,500.00
				Total Order Value . . .		**19,500.00**

Rupees : Ninteen Thousand Five Hundred Only.

Terms and Conditions :-

Specification /	Items shall be of approx.16 kgs, 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. wittin 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 not more .Above order for F & G Block drive way workpurpose.
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 : __/__/____

Amount paid:

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
7259	17/10/12	12:10	Gate pass	Verified tiles		2×2	120	Box	6071	-	[illegible]	[illegible]	[illegible]	
7260	"	12:40	Srisai Vishal enterprise	Infa Lock Bricks		8×8×16	500	Nos	208		TS08UC 7121	[illegible]	[illegible]	
7261	"	13:40	Hilforch	RMC		M-20	4.00	cum	7092		TS08UG 1907	[illegible]	[illegible]	
7262	"	16:20	Reflections electronics Putero	Glow Surface led sq Panel		—	50	Nos	923	31946 192565	TS10UB 2122	[illegible]	[illegible]	
7263	"	"	Siddartha Ent	SCK(Elcomo) Neon			01	Nos	4887	32861 187857	TS10UB 3122	Shanker	[illegible]	
7264	"	"	— do —	— do —		—	08	Nos	4888	81768 192571	TS10UB 3122	Shankar	[illegible]	
7265	"	16:10	Gate pass	Verified tiles		2×2	120	Box	6076	—	TS32T 2049	K. Venkatesh	[illegible]	
7266	"	16:50	Gopal Rao	Hdms Pipe Tube Gravel Steel		1¼ [illegible] [illegible]	07 01 01	Nos Bundle Nos	6024	Apex 4269	Apex 4267	Ramu	[illegible]	[illegible]

TAX INVOICE

✆ : 83676791...

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 Mallapur Llp
Mallapur NFC

Party GSTIN 36AAEFM1459R1ZP

Inv. No. 151 Date : 14·02·22
D.C. No. 205 Date :
P.O. 84235 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					
	6X8X12					
	8x8x16 Eurolam Typ: 1		500	39	Nu	19500=00

Fc'r ryne

SUMMIT SALES LLP
IN WARD
No: 91158
Date: 16/2
Sign:
R.R. DIST.

Rupees in words Nineteen Thousand, five Hundred only

TOTAL	19500=00
SGST @ %	—
CGST @ %	—
GRAND TOTAL	19500=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: 14.02.22

SRI SAI VISHAL ENTERPRISES

Modi Reality Mallypur LLP Bill No: 151

NFC

DATE	V.NO	DC.NO	8 X8X16	PO.NO	PO.DATE
17.02.22	9193	205	500 ny	84235	
		Total	500 Nos		