ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	29.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Sai Vishal Enterprises.			HO inward no.	
Firm/Company	MRPLLP	Project	NGH.	HO received date	
PO/WO date	13.10.21	PO/WO No.	81668	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	086	28.10.21	33,600-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			33,600.00
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:			33,600.00
Amount E – PO / WO value:			33,600.00
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	10.12.23		
Remarks:	final bill & close this PO.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		29/11/23			
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.:	81668	PO date:	13/10/21	Req. no.:	181733	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	97978, 98028 & 98154	
□ 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: Full material received. close PO.		
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: A. Sravani	Sign:	Date: 17/10/23

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.				
5.				
6.				

Remarks by Accountants: Bill not received.		
Prepared by: Aparna	Sign: Aparna	Date: 17/10/23
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.				
2.				
3.				

Remarks: Need MD's Approval to get Certified true copy.		
Prepared by: Ravi	Sign:	Date: 03/11/23.
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
SOHAM MODI
MANAGING DIRECTOR
18 NOV 2023

Purchase Order

 17/10/2023 11:34:07 am Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details

Sri Sai Vishal Enterprises
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193 9391029193

Doc No	81668	181733
Doc Date	13-10-2021	
Quote No	Nil	
Quote Date	19-05-2021	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	1,600.00	21.00	0.00	0.00	33,600.00
				Total Order Value . . .		**33,600.00**

Rupees : Thirty Three Thousand Six Hundred Only.

Terms and Conditions :-

Specification / Brand	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	Nilgiri Heights pocharam Phone. .9849497484
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 Cost	Included in the above price.
Warranty	Nil

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Name : ____________ Name : ____________ Date : __/__/____

Cement Blocks – Weekly Delivery Report

Company/ firm:	MRP LLP	Requisition nos.:	181733	Total PO quantity:	1600
Project:	NGH	PO No(s).	81668	Quantity delivered in earlier period:	1300
Block /Flat / Villa no.:	CA	Total material delivered	YES	Quantity delivered during week:	300
Supplier:	Sri sai vishal enterprises	Close PO:	YES	Balance quantity to be delivered:	-
Sign of security	Vishnu	Sign of Admin		Sign of Project manager	
Date	26.10.21	Date	26.10.21	Date	26.10.21

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	14.10.21	11.15 AM	4X8X16	800	157	10529	97978
2.	20.10.21	9.30 AM	4X8X16	500	134	10532	98028

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
3.	21.10.21	09:42 AM	4X8X16	300	136	10544	98154
4.							
	Total:			**300**			

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.

Pending

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 Pocharam LLP

Party GSTIN

Inv. No. 086 Date : 28.10.21

D.C. No. Date :

P. O. 81668 Date : 13.10.21

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**		1600	21	NOS	33,600
	4X8X16					
	6X8X16					
	6X8X12					

SUMMIT SALES LLP R.R. DIST. IN WARD No: Date: 28/10/21 Sign:

Rupees in words thirty three thousand Six Hundred only

TOTAL		33,600
SGST @	%	
CGST @	%	
GRAND TOTAL		33,600

Name : SRI SAI VISHAL ENTERPRISES

Bank Name : HDFC BANK

Account No. : 50200042541343

IFSC Code : HDFC0000368

Branch : Nacharam

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

For **SRI SAI VISHAL ENTERPRISES**

E. & O.E.

Bill not received

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

SRI SAI VISHAL ENTERPRISES

Modi Reality (Pocharam)LLP

ATE	V.NO	DC.NO	4X8X16	PO.NO	PO.DATE
.10.2021	2216	157	800	81668	13.10.2021
.10.2021	0812	134	500	;;	;;
.10.2021	4226	136	300	;;	;;
		Total No;s	1600		