ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	29.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Sri Sai Vishal Enterprises.			HO inward no.	
Firm/Company	MRGV	Project	BRGV.	HO received date	
PO/WO date	20.11.19	PO/WO No.	63306	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	030	24.06.21	35,000/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	35,000.00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 75960 & 74203 — 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:	35,000.00
Amount E – PO / WO value:	40,250.00
Amount F – Difference (A – E):	5250.00
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	05.12.23.
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.

Admin-Audit Division

Form for closure of purchase order - Manual

PO no	63306	PO date	20/11/2019	Req no	94566	Advice Scan ID	
Barcoded PO available	□ Y/✓N	Invoice available	original	□Y/✓N / □Copy available		POD available	✓Y/□ N

Data required from site/engineers:

MRN nos related to PO	74203, 75960		
✓ 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 to 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: Jeevana	Sign:	Date: 17/10/2023

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: Bill No: 030 is not received.

		Date: 15.11.23.
Prepared by: K. SRIHARI	Sign:	

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.	030	24-06.21	35,000/-	75910 & 74203.
2.				
3.				
4.				
5.				

Remarks: Need MD's approval to get certified true copy from vendor.

Prepared by: Ravi	Sign:	Date: 15/11/23.

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.		
✓ □		□	Keep PO open. Material awaited
✓ □	Close PO		
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:		Date:
Approved by: Soham	Sign:	

SOHAM MODI
MANAGING DIRECTOR

18 NOV 2023

APPROVED BY

Purchase Order

Modi Realty Genome Valley LLP

Supplier Details

Sri Sai Vishal Enterprises		Doc No	63306 94566
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana 500017.		Doc Date	20-11-2019
		Quote No	Nil
GSTIN 36ACZPL1512H1ZF		Quote Date	11-11-2019
9391029193	9391029193	SupplyType	Supply

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1006 - Building material - Cement Solid Blocks - 8 In x8 In x16 In - nos *Interlocking Blocks - Type -2*	1,150.00	35.00	0.00	0.00	40,250.00
		Total Order Value . . .			**40,250.00**

Rupees : Fourty Thousand Two Hundred Fifty Only.

Terms and Conditions :-

Specification /	Items in sl.no. 1 shall be of 24kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	GST included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	MRGV Kolthuru,Medchal. Phone. 040-66335551
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 qty & specs. Breakage in your account. Above order for BRGV Site Office use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For ***Modi Realty Genome Valley LLP***

For ***Sri Sai Vishal Enterprises***

Authorised Signatory

Cement Blocks – Weekly Delivery Report

Company/ firm:	MRGV	Requisition nos.:	94566	Total PO quantity:	1150
Project:	BRGV	PO No(s).	63306	Quantity delivered in earlier period:	1000
Block /Flat / Villa no.:	Towards BRGV Site office purpose.	Total material delivered	NO	Quantity delivered during week:	
Supplier:	Sai Vishal Enterprises	Close PO:	NO	Balance quantity to be delivered:	150
Sign of security	Ajay	Sign of Admin	Sridevi	Sign of Project manager	[signature]
Date	25.06.2021	Date	25.06.2021	Date	25.06.2021

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	20.11.2021	10:00AM	Interlocking Bricks Type2 (16"x8"x8")	500	275	687	75960
2.	21.11.2021	12:00PM	Interlocking Bricks Type2 (16"x8"x8")	500	280	689	74203
3.							
4.							
5.							
6.							
	Total:			1000			

Note check in account

OK

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 Genome Valley LLP

Party GSTIN

Inv. No. 030 Date : 24/6/21
D.C. No. Date :
P.O. 63306 Date : 20/11/19
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 →		1000	35	Nd	35,000

"TRUE COPY"

INWARD 24/06/21 SEC'BAD

Rupees in words thirty five thousand only —

TOTAL	35,000
SGST @ %	
CGST @ %	
GRAND TOTAL	35,000

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

E. & O.E.

For SRI SAI VISHAL ENTERPRISES