

NO-PO  
NO-PC  
Mail

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		20/10/20,		Prepared by:		D.SOWMYA	
PO/WO no.		710529,		PO / WO Date.		17/9/20	
Supplier Name		SS/Ip.		PO/WO amount		2,860.	
Firm/Company		NE		Project		NE	
Sl. No.	Bill No.	Bill Date	Bill amount				
1	13696	17/10/20.	2,124				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,124.				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11602	17/10/20		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits : Transportation charges			-				
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2,124				
Amount E – PO / WO value:			2,860.				
Amount F – Difference (A – E): GST-18%							
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input type="checkbox"/> No				
Payment – due date			24.10.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	20/10/20,	26/11					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

## Material Received at NE

From: Vijay Raj (vijay@modiproperties.com)

To: purchase@modiproperties.com; prabhakar@modiproperties.com; keerthi.ch@modiproperties.com

Cc: ne-const@modiproperties.com; vijay@modiproperties.com

Date: Thursday, November 26, 2020, 05:04 PM GMT+5:30

Dear Prabhakar

Following POs Material received at NE site

1. PO No - 70643 - Material received on 22.10.2020 and 07.11.2020 with inward No - 22143,22173,22178
2. PO No - 70529 - Material received on 29.09.2020 with inward No - 22094.

This is for your information.

Regards,

G. Vijay Raj

Asst. Project Manager | +91 98494 97484 | vijay@modiproperties.com

Modi Properties Pvt. Ltd. | www.modiproperties.com

5-4-187/3 & 4, M G Road, Secunderabad - 03 | +91 40 66335551 |

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