PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/6/21	Prepared by:	A. Sravani
PO/WO no.	71139	PO / WO Date.	9/10/20
Supplier Name	Sai Vishal Enterprises	PO/WO amount	9,500/-
Firm/Company	MR Mallapur UP	Project	GMR.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	39	24/6/21	9,500/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,500/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	96.	11/10/20	83998	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	9,500/-
Amount E – PO / WO value:	9,500/-
Amount F – Difference (A – E):	—

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ ~~Yes ☐ No (explained below)~~
Excess / short material received	☐ ~~Approved – within acceptable limits ☐ No~~ (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☑ No
Payment – due date	28/6/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		28/6/21					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

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 Mallapur

Party GSTIN

Inv. No. 039 Date : 24/6/21

D.C. No. Date :

P. O. 71139 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 →		500	19	No	9,500
	6X8X16					
	6X8X12					

Rupees in words Nine thousand five hundred Only

TOTAL		9,500
SGST @	%	
CGST @	%	
GRAND TOTAL		9,500

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**

Purchase Order

 12-10-2020 14:29:41

71139
08.10.20 5:21:49

ise Div.Copy

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

Supplier Details			
Sai Vishal Enterprises	**Doc No**	71139	68503
D No.C-3 by 3-1 Mallapur village,near hanuman temple,opp.Noma functional hall-Nacharam-Hyd	**Doc Date**	09-10-2020	
GSTIN 0	**Quote No**	Nil	
	Quote Date	09-10-2020	
9391029193	**SupplyType**	Supply	

Kind Attn : Mr.Narsing Rao.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	500.00	19.00	0.00	0.00	9,500.00
					Total Order Value . . .	**9,500.00**

Rupees : Nine Thousand Five Hundred Only.

Terms and Conditions :-

Specification /	Items shall be of approx.2-16 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 ________, Admin 9502211011
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 site work Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Sai Vishal Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form - Cement Blocks

Company	Modi Realty Mallapur LLP	Site & Phase	Gulmohar Residency
Req. no.	68503	Req. Date	10-10-2020
Material required before	10-10-2020 (urgent)	ID no.	60672
Prepared by:	Likhitha	Approved by (sign):	
Flat / Block no:	A block upper basement corridor customer entry purpose		

P.O 71139

S No.	Falt / villa type	Units	No. of flats / villas	Requirement per flat / villa - 6" Cement blocks (16"x8"x6")	Requirement per flat / villa - 4" Cement blocks (16"x8"x4")	Qty required - 6" Cement blocks (16"x8"x6")	Qty required - 4" Cement blocks (16"x8"x4")
1	Type A - 3BHK - 1,210 sft	Nos	-	-	-	-	-
2	Type C - 2BHK - 1,110 sft	Nos	-	-	-	-	-
3	Type C - 1BHK - 540 sft	Nos	-	-	-	-	-
4	Type D - 2BHK - 840 sft	Nos	-	-	-	-	-
	Total					-	-

S No.	Item Description	Units	Qty required	Stock at site	Balance Qty to be ordered
1	6" Cement blocks (16"x8"x6")	Nos	-	-	-
2	4" Cement blocks (16"x8"x4")	Nos	500.0	-	500.0
	Total				500

Note: 10% of blocks must be half size

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi Realty Mallapur LLP	Requisition nos.:	60672	Total PO quantity:	500
Project:	Gulmohar Residency	PO No(s).	71139	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	Cement Solid Brick 4"X8"X16" ,	Total material delivered	YES	Quantity delivered during week:	500
Supplier:	Sri Sai vishal enterprises	Close PO:	YES	Balance quantity to be delivered:	-
Sign of security		Sign of Admin		Sign of Project manager	
Date		Date		Date	

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
	Total:						

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	11.10.2020	07:00	4"x8"x16"	500	96	1125	83998
2.							
	Total			**500**			

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.