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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/9/21	Prepared by:	Sneha
PO/WO no.	80022	PO / WO Date.	26/8/21
Supplier Name	Maruthi Industries	PO/WO amount	47,613/-
Firm/Company	Modi Housing pvt. ltd	Project	SOV part - III
Sl. No.	Bill No.	Bill Date	Bill amount
1	138 / 2021	13/9/21	51,743/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			51,743/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	96258	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	3500+18%	4130/-
Amount C –Other Debits :		–
Amount D (D=A+B-C) – Amount to be credited to the supplier:		47,613/-
Amount E – PO / WO value:		51,743/-
Amount F – Difference (A – E): GST-18%		4,130/-

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	20/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	17/9/21	19/9/21					

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. 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/-

Purchase Order

80022
27.08.21 3:29:57

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Maruthi Industries	**Doc No**	80022	185039
Road .no.7,7F, H.no.5-211/2, Krishna Nagar Colony, Moulali, Telanaga	**Doc Date**	26-08-2021	
	Quote No	Nil	
GSTIN 36ADVPY0301Q2ZR	**Quote Date**	25-08-2021	
9885363206	**SupplyType**	Supply	

Kind Attn : Y Maruthi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7145 - Plumbing - other - Manhole sq. covers - - other - nos *F-32"X32" and C- 28" X 28" - 10 tones*	12.00	1,300.00	0.00	18.00	18,408.00
2	7145 - Plumbing - other - Manhole sq. covers - - other - nos *F-22"X22" and C- 18" X 18" 10 tones*	30.00	825.00	0.00	18.00	29,205.00
					Total Order Value . . .	**47,613.00**

Rupees : Fourty Seven Thousand Six Hundred Thirteen Only.

Terms and Conditions :-

Specification /	All pipes are full round with NP3 specifications 2mtrs long
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra. Estimated cost is Rs. 3500/-
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Electrical manhole on footpath purpose,
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	As per MD, orderd two loads of pipes, per load 45 nos.

For *Modi Housing Pvt.Ltd*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For *Maruthi Industries*

Name : ______________

Date : __/__/____

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Requisition Form - Manhole Covers											
Company	MHPL SOV-III		Site & Phase		SOV-III						
Req. no.	185039		Req. Date		28-08-2021						
Material required before	30-08-2021		ID no.	68734	25						
Prepared by:	K.Purshotham		Approved by (sign):								
Flat / Block no:	Water & Electrical Manhole on Footpaths purpose.										
Type A 1210 Sft 3BHK Order	0	Flats									
Type B 1010 Sft 2BHK Order	0	Flats									

S No.	Item Description	Frame Size	Cover Size	Weight in Tons	Usage Type	Quantity required	Qty Available at site	Balance Qty to be ordered	Units in Nos	Inward No	Date
1	RCC Square Cover	32" X 32"	28" X 28"	10	On Main Roads	12	-	12	Nos		
2	RCC Square Cover	24" X 24"	20" X 20"	25	On Main Roads	-	-	-	Nos		
3	RCC Square Cover	30" X 30"	24" X 24"	6	Ducts & Footpaths	-	-	-	Nos		
4	RCC Square Cover	24" X 24"	20" X 20"	6	Ducts & Footpaths	-	-	-	Nos	80022	
5	RCC Square Cover	22" X 22"	18" X 18"	3 to 6	Elec/water Manholes on footpath	-	-	-	Nos		
6	RCC Square Cover	22" X 22"	18" X 18"	10	Elec/water Manholes on Drivewayes	30	-	30	Nos	825/. + Gst.	
7	RCC Round Cover	24" X 24"	20" X 20"	25	General Use/Drainage,water Supply Open	-	-	-	Nos		
8	RCC Round Cover	24" X 24"	20" X 20"	10	General Use/Drainage,water Supply Stilt floo	-	-	-	Nos		
9	RCC Round Cover	24" X 24"	20" X 20"	3 to 6	General use in Footpath,Children Parks	-	-	-	Nos		
10	RCC Gulli Trap	14" X 11"	9" X 12"	-	In Gulli Traps in Stilt Floor	20	-	20	Nos		
	Total				80023		-	42	-	-	

APPROVED
25 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

825 + Gst.

2145