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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/10/21	Prepared by:	Sneha
PO/WO no.	80542	PO / WO Date.	11/9/21
Supplier Name	Shanmukha lite weight Brick industries	PO/WO amount	18,000/-
Firm/Company	Mode properties pvt ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	158	13/9/21	18,000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,000/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	158	15/9/21	96484	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	18,000/-
Amount E – PO / WO value:	18,000/-
Amount F – Difference (A – E): GST-18%	18,000/-

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	4/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	1/10/21	2/10/21					

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/-

 11-09-2021 12:17:02

Purchase Order

80542
08.09.21 4:57:38

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AABCM4761E1ZM

Supplier Details			
Shanmukha Lite Weight Brick Industries H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083 **GSTIN** 36AGFPY1359K2ZT 9676133699	**Doc No**	80542	177987
	Doc Date	11-09-2021	
	Quote No	Nil	
	Quote Date	06-08-2021	
	SupplyType	Supply	

Kind Attn : Mr. Y. Ravi Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1054 - Building material - CLC Block - 4in X 8 in X 24 in - Nos	500.00	36.00	0.00	0.00	18,000.00
					Total Order Value . . .	**18,000.00**

Rupees : Eighteen Thousand Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 4.5 - 4.8N/M3 approx.Strength minimum QC report a must!
Payment Terms	100% as advance at the time of delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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
Advance Paid	Rs. 18,000/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for Site work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

11/09/2021

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Shanmukha Lite Weight Brick Industries*

Date : __/__/____

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Requisition "Form

Company Name:	Modi Properties Pvt Ltd	Date:	11.09.2020
Site & Phase :	May Flower Platinum	Time:	10;07
Supplier		Req.No.	177987
Material required before date:	14.09.2021	ID No.	69246

No	Description	Size	Quantity	Units	Inward No	Date
1	CLC blocks	24''x8''x4''	500	Nos		
2						
3						
4						
5						
6	80542		APPROVED 11 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT			
7						
8						
9						
10						

Remarks: Towards Site use purpose

Prepared By	K .Sravani Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	11.09.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi properties privet limited	Requisition nos.:	177987	Total PO quantity:	500
Project:	May flower platinum	PO No(s).	80542	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	For Site use purpose	Total material delivered	Yes	Quantity delivered during week:	-
Supplier:	Shanmukha lite weight brick industries	Close PO:	Yes	Balance quantity to be delivered:	-
Sign of security	NIZAM	Sign of Admin		Sign of Project manager	
Date	16/9/2021	Date	16/9/21	Date	16/8/2021

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
1.							
2.							
3.							
	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	15.09.2021	14;30	4''x8''x24''	500	158	17503	96484
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.