Internal memo no. 903/35 - purchase division Date: 02-12-2021

Subject: Processing of invoices – originals.
Key words: Invoices, DCs, original.

1. To expedite processing of invoices for payment the following procedures shall be followed:
2. At sites:
    a. Sites cannot accept material that is not accompanied with DC or copy of invoice (bill).
    b. Sites to acknowledge receipt of material by stamping the material received stamp on the DC or copy of bill (one copy for site and one for supplier).
    c. DO NOT accept original invoices from supplier – they must send the original to HO or purchase division office.
    d. Inward register at site to be modified. A column for purchase order no. to be added.
    e. DO NOT accept material where it cannot be corelated with a purchase order. Permission of admin-audit is required by viber for receipt of such material at site.
    f. Hereafter sites to send scanned copy of acknowledgment of receipt of material duly stamped by security at site (i.e., DCs/invoice copy) by email at end of each day to purchase@modiproperties.com.
    g. Sites to maintain original DCs, batching reports, test reports, weighment slips, etc., at site. Do not send to HO or purchase division.
    h. Sites are required to send pour report for RMC, reports for steel/solid blocks and installation reports by email (signed scanned copies) to purchase. Do not send originals to purchase or HO (Internal memo no. 912/70(C) & 912/135).
3. At head office:
    a. All original invoices and DCs along with copies if any to be sent to Aruna/Ashaiya (bin is marked for it). Purchase assistants to collect such invoices/DCs on a daily basis and sent to purchase site office.
    b. Advice for payment to supplier received from purchase division (where MDs approval is not required) to be sent to Divya/Sujatha for scanning.
    c. Advice for payment to supplier that requires MDs approval shall be sent to Aruna/ashaiya and then after approval to Divya/Sujatha for scanning.
    d. Advice for credit to supplier of cement, steel and materials ordered online by SSLLP, shall be kept in a separate file till corresponding invoices raised from SSLLP to respective projects is also received.
4. At purchase site office:
    a. All bills and DCs should be placed in bins marked for each project along with purchase orders.
    b. Bills, DCs, POs to be collated for preparing advice for payment to supplier on a daily basis for these bills.
    c. Bills to be processed for payment within one working of receipt.

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