

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 – supplier 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 correlated 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, photographs, etc., at site. Do not send to HO or purchase division.
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.
5. The following reports must be sent from site to purchase@modiproperties.com & report-audit@modiproperties.com by email on a daily basis (except cement blocks report). For material supplied after 5 pm report must be sent before 11 am on the next working day.
 - a. RMC pour report (Anx -A). The notes in the report are self explanatory. IM 912/70/C stands cancelled.
 - b. Installation report (Anx -B). The notes in the report are self explanatory. IM 912/135 stands cancelled.
 - c. Tor steel delivery report (Anx-C).
 - d. Cement blocks weekly delivery report (Anx -D).
6. Admin-audit to verify reports mentioned in point no. 5 above periodically. Weighment slips and photographs to be crosschecked with these reports.

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:		Requisition nos.:	
Project:		PO no.:	
Supplier:		Material type:	

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
Total:					
Remarks:					

Approved by	Project manager	Security	Admin (Audit)

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.

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Annexure - B

RMC pour report

Company/ firm:		Block No.:	
Project:		Flat / Villa no.:	
Supplier:		Slab no.:	
Requisition nos.:		A. Estimated quantity:	
PO nos.:		B. Requisition quantity:	
		C. Actual quantity poured	
		D. Difference (C-A)	

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total:												
Remarks												

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

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Annexure -C

Tor Steel Delivery Report

Company/ firm:		Test report received	Yes / No	A. PO quantity (in kgs)	
Project:		DCs received	Yes / No	B. Gross vehicle weight	
Block/ Villa No.:		Weighment slips received	Yes / No	C. Net vehicle weight	
Requisition nos.:		Total qty as per PO received	Yes / No	D. Actual quantity delivered (B-C)	
PO No(s).		Close PO	Yes / No	E. Difference (D- A)	
Supplier:		Vehicle no.		MRN No.	
Delivery date		Delivery time		Inward no.	
Sign of security		Sign of Admin		Sign of Project manager	
Date		Date		Date	

Details of TMT steel delivered -

Sl. No	Item	Specified weight of 40 ft rod in Kgs.	No. of rods delivered	Calculated weight of steel delivered
1.	8 mm	4.50		
2.	10 mm	7.50		
3.	12 mm	10.67		
4.	16 mm	18.96		
5.	20 mm	29.63		
6.	25 mm	46.30		
7.	32 mm	66.67		
8.	Binding wire	In bundles		
9.	Other			
Total:				
Remarks:				

Note: 1. Report to be sent by email to purchase@modiproperties.com and report-audit@modiproperties.com within one working day. 2. Original to be maintained at site. 3. Original DCs, test reports, weighment slips, bills, photos, etc., to be attached to this report and filed at site. 4. Report must have totals calculated. 5. Make a separate report for every truck load received.

Internal memo no. 903/35/A
Annexure -D
Cement Blocks – Weekly Delivery Report

Company/ firm:		Requisition nos.:		Total PO quantity:	
Project:		PO No.		Quantity delivered in earlier period:	
Block /Flat / Villa no.:		Total material delivered	Yes/ No	Quantity delivered during week:	
Supplier:		Close PO:	Yes / No	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.
11.							
12.							
13.							
14.							
15.							
	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.							
2.							
3.							
4.							
5.							
	Total:						

Remarks:

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Note: 1. Report to be emailed to purchase@modiprproperties.com and report-audit@modiprproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated. 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.