PURCHASE DIVISION

Advice for approval for credit to supplier

B

Date:	10/3/22	Prepared by	Manoj	Serial no.	2803
Supplier name	Veeranu setty Srinivas			HO inward no.	
Firm/Company	MNRKhlp	Project	GHT	HO received date	
PO/WO date	12/10/21	PO/WO No.	81647	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2399	11/11/21	3847/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3847/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		Proof of delivery matches MRN	☑ 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:	3847/-
Amount E – PO / WO value:	3847/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – *wait for balance material* □ Other
Payment – due date	14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	Prabhakar			-
Sign:	Manoj				
Date	10/3/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
10 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Form for closure of purchase order

Data required from site/engineers: Recived with out DC				
PO no.:	81647		PO date:	12/10/21
Req. no.:	140817		Req. date:	12/10/21
Material received		□ Part ☑ Full	MRN nos.:	–
If material partially delivered then can balance material be ordered by new requisition/PO		□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No
Remarks by engineer: –				

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Snehа.P	Snehа	4/3/22	A. Suresh	[signature]	4/3/22

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: 100%. Advance paid on 20-10-2021	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S.Kirpavathi	[signature]	04-03-2022			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

~~Make bill~~

Make adv for credit!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

GSTIN : 36ABHPV6650M1ZX

TAX INVOICE Duplicate Copy

Cell : 9246154402

B.No:- 2399.

B.No:- 2399.

VEESAMSETTY SRINIVAS

HARDWARE, PAINTS, PLYWOOD, ELECTRICAL, SANITARY, P.V.C. & C.P.V.C. FITTINGS

Shop No. 1-6-287, Kandozi Bazar, Near General Bazar, Secunderabad - 500 003.

Credit.

To,
M/s. MEHTA & MODI Realty Kowkur
Sec-bad -3

Party's GST No. 36ABLFM7631F1Z3

Invoice No.

Date : 11/X/2021

P.O. No. .... Dt. ....

Sl. No.	HSN Code	QTY.	Particulars	Rate Per Unit	18% GST AMOUNT	
1.	3209	8	x 1 Ltr Indigo Emulsion Floor Coat Forest Green	407/37	3259=	00

Goods once sold will not be taken back or exchanged.
Interest @ 24% will be charged, if payment is not made by the due date.
Subject to Secunderabad Jurisdiction only.
E. & O.E.

TOTAL	3259=	00
SGST	293=	31
CGST / IGST	293=	31
Round Off	+	38
TOTAL BILL VALUE	3847=	00

Rupees (in words)........

SUMMIT SALES LLP
INWARD
No. 92655
Date 10/3
Sign.

Receiver's Signature

For **VEESAMSETTY SRINIVAS**

Request for payment

Division	PURCHASE		
Pay to	Veesamsetty Srinivas		
Towards	purchase of Indigo floor paint green colour		
Amount	3,847/-	Payment / cheque date	18/10/21
Payment from company	Mehta & Modi Realty Kowkur LLP		
Project	GHT		
Type of payment	☐ Advance ☐ Part Payment ☐ Balance Payment ☑ Full Payment ☐ PDC ☐ Transfer ☐ Other:		
Payment mode	☑ Cheque ☐ Pay order ☐ RTGS/NEFT ☐ Cash ☐ Online payment ☐ Payment by Happy card ☐ Transfer to Happy card ☐ Transfer to petro card ☐ Other:		
Payment to be divided (attach statement)	☐ Yes	☑ No	
PO/WO no.	81647	Req. no	140817
Remarks	purchase of Indigo floor paint green colour		

APPROVED BY
13 OCT 2021
SOHAM MODI
MANAGING DIRECTOR

Requested by:	Approved by:	Sign	Date
~~[illegible]~~ Monica		[signature]	12/10/21

12 OCT 2021

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Happay or petro card.

Advance Paid	Rs 3847 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Order for foot path curb stone painting work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : [signature]

Accepted the above Terms And Conditions

For ***Veesamsetty Srinivas***

Name : ____________

Date : __/__/__

12-10-2021 14:26:51

Purchase Order

81647
18.10.21 2:04:47

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500C
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Veesamsetty Srinivas	**Doc No**	81647	140817
Shop no. 1-6-287, Kandozi Bazar, Near General Bazar, Secunderabad - 500003	**Doc Date**	12-10-2021	
	Quote No	Nil	
GSTIN 36ABHPV6650M1ZX	**Quote Date**	29-09-2021	
040-66204402 9246154402	**SupplyType**	Supply	

Kind Attn : Mr. V. Satish

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6527 - Paints - Enamel - 4ltrs - buckets *Indigo floor paint green colour*	2.00	1,630.00	0.00	18.00	3,846.80
					Total Order Value . . .	**3,846.80**

Rupees : Three Thousand Eight Hundred Fourty Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. Indigo brand.
Payment Terms	100% advance payment.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs 3847 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above Order for foot path curb stone painting work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Received without DC.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Nagaraj
Sign:
Date: 04/03/2022

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory
Name :
Contact

Accepted the above Terms And Conditions
For *Veesamsetty Srinivas*
Name :
Date : __/__/____

Requisition Form

Company Name:	MMRK LLP		Date:			12-10-2021	
Site & Phase :	GHT		Time:			11.41	
Supplier			Req. No.			140817	
Material required before date:		14-010-2021	ID No.			70260	

No	Description	Size	Quantity	Units	Inward No	Date
1	INDIGO FLOOR PAINT YELLOW COLOR	04 LTR	03	Tins		
2	NDIGO FLOOR PAINT GREEN COLOR	04 LTR	03	Tins		
3	81647					
4	81645					
5						
6						
7				APPROVED 12 OCT 2021		
8				P. PRABHAKAR		
9				Sr. MANAGER PURCHASE		
10						

Remarks: - For Footpath Curbstone Painintg work Purpose.

Prepared By	A Suresh	Approved by	
Sign.& Date	12-10-2021	Sign. & Date	

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