

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	09/03/22	Prepared by	Sultan	Serial no.	.. 6-2830
Supplier name	Green Tower. Ganj Venkannad Sona			HO inward no.	
Firm/Company	Mody Consultancy Service	Project		HO received date	
PO/WO date	83382	PO/WO No.	7/01/21	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	4613	18/12/21	46,000	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
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:					
46,000					
Amount E – PO / WO value:					
45,999					
Amount F – Difference (A – E):					
Nil					
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			14/03/22		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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: <i>Greens Towers - mcs.</i>					
PO no.:	<i>83382</i>			PO date:	<i>7/12/2021.</i>
Req. no.:	<i>183316</i>			Req. date:	<i>6/12/2021.</i>
Material received	☐ Part ☒ Full			MRN nos.:	<i>—</i>
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: <i>Material Received at site / I have a copy of bill. Enclosed.</i>					
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
<i>Meenakshin</i>	<i>[Signature]</i>	<i>04/03/22</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>04/03/22</i>
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: <i>Bill not received</i>					
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
<i>keethana</i>	<i>[Signature]</i>	<i>05/03/22</i>			
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
				<i>nnn</i>	
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.					

get confirmed bill

[Signature]



Purchase Order

07-12-2021 14:55:38

Original / Office Copy / Purchase Div.Copy

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
GST No. :

Supplier Details

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT
27710339,27719935,277807357

040-40146505

Doc No	83382	183316
Doc Date	07-12-2021	
Quote No	Nil	
Quote Date	07-12-2021	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6570 - Paints - OBD - 20kgs - buckets White	20.00	1,949.15	0.00	18.00	45,999.94
Total Order Value . . .					45,999.94

Rupees : Forty Five Thousand Nine Hundred Ninty Nine and Paise Ninty Four Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location Greens Towers
Begunpet Main Road, Hyd. Opp. Hyderabad Public School.
Phone. 66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above Order for Green Towers purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☒ Approval for technical details/clarification.
- ☐ Replenishing SSLP stock
- ☐ Other



For **Mody Consultancy Services**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Date : ____/____/____

(ORIGINAL FOR RECIPIENT)



Purchase Order

Page(s) 1 Of 1

05-Nov-21 10:44:20 AM

Or

82328
30.10.21 11:22:44

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

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	82328	183265
Doc Date	05-11-2021	
Quote No	Nil	
Quote Date	29-10-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2102 - Carpentry - hardware - Gum Tape - NA - nos Relam- 450 grams	15.00	315.00	0.00	18.00	5,575.50
Total Order Value . . .					5,575.50

Rupees : Five Thousand Five Hundred Seventy Five and Paise Fifty Only.

Terms and Conditions :-**Specification / Brand** Laminate will be Green lam**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for MD Cabin purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: Sangeetha
Sign: S. Jelli
Date: 26/11/22

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

1417

Company Name:		MPPL		Date:		01-11-2021	
Site & Phase :		HO		Time:		14:55	
Supplier				Req. No.		183265	
Material required before date:		Urgent		ID No.		70865	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Reelam	std	15	nos			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks :: towards laminating fixing purpose.							
Prepared By		Meenakshi. N		Approved by			
Sign. & Date		01-11-2021		Sign. & Date			

APPROVED
02 NOV 2021
Sr. MANAGER PURCHASE

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

(81215)