PURCHASE DIVISION
Advice for approval for credit to supplier

Date	7/05/22	Prepared by	Vanajakshi	Serial no.	3798
Supplier name	Hi-Tech Infra Projects			HO inward no.	
Firm/Company	MEMLLP	Project	BMR	HO received date	
PO/WO date	23/12/22	PO/WO No.	85813	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1116	10/03/22	25,900/-	☑Yes □ No
2.	1157	22/03/22	25,900/-	☑Yes □ No
3.	1170	25/03/22	18,500/-	☑Yes □ No
4.	1118	11/03/22	1,03,600/-	☑Yes □ No
Amount A Bills total (Excluding Transport & Hamali Charges):				1,73,900/-

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:	1,73,900/-
Amount E – PO / WO value:	814,000/-
Amount F – Difference (A – C):	6,40,100/-
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	16/05/22
Remarks:	Po closed.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:					
Date	7/05/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
08 MAY 2022
MINISH PARIKH
MANAGER-PROCUREMENT

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:							
PO no.:		PO date:		Req. no.:		Advice Scan ID	
MRN nos. related to PO							
☐	Part material received.						
☐	Full material received.						
☐	Material not received.						
☐	Close PO – Balance material will be re-ordered by new requisition.						
☐	Cancel PO. Material not required.						
☐	Cancel PO. Material will be re-ordered by new requisition.						
☐	Keep PO open. Material required.						
☐	Keep PO open. Work under progress.						
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

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☑	Part bill received against this PO.	Bill nos.	1094 Scan Id. No. 99173
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: attached bill's not received in Books of Accounts bill. no. 1116, 1157, 1118			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Reiyalankar		6/8			

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

TAX INVOICE *(ORIGINAL FOR RECIPIENT)*

Hi-Tech Infra Projects
Survey No.49/2. Haridaspally (V),ECIL
Keesara(M) Medchal (Dist)
Hyderabad-500083
GSTIN/UIN: 36AALFH6114K1Z7
State Name : Telangana, Code : 36
E-Mail : hitechinfraprojects99@gmail.com

Invoice No.	Dated
1116	**10-Mar-22**
Buyer's Order No.	Dated
GMR-RMC-85813	**3-Mar-22**

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3,IInd Floor,Soham Mansion,
MG Road, Secunderabad.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
	CGST					**1,975.42**
	SGST					**1,975.42**
	Round Off					**0.03**
	Total		**7.000 Cum.**			**₹ 25,900.00**

SUMMIT SALES LLP R.R. DIST. INWARD No: 92426 Date: 21/3 Sign:

Amount Chargeable (in words) *E. & O.E*
INR Twenty Five Thousand Nine Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	21,949.13	9%	1,975.42	9%	1,975.42	3,950.84
Total	**21,949.13**		**1,975.42**		**1,975.42**	**3,950.84**

Tax Amount (in words) : **INR Three Thousand Nine Hundred Fifty and Eighty Four paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **131805000943**
Branch & IFS Code : **Kapra & ICIC0001318**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

for Hi-Tech Infra Projects
HITECH INFRA PROJECTS Hyderabad
19/03/22
Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice

TAX INVOICE *(ORIGINAL FOR RECIPIENT)*

Hi-Tech Infra Projects
Survey No.49/2. Haridaspally (V),ECIL
Keesara(M) Medchal (Dist)
Hyderabad-500083
GSTIN/UIN: 36AALFH6114K1Z7
State Name : Telangana, Code : 36
E-Mail : hitechinfraprojects99@gmail.com

Invoice No.	Dated
1157	**22-Mar-22**
Buyer's Order No.	Dated
GMR-RMC-85813	**3-Mar-22**

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3,IInd Floor,Soham Mansion,
MG Road, Secunderabad.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
	CGST					**1,975.42**
	SGST					**1,975.42**
	Round Off					**0.03**
	Total		**7.000 Cum.**			**₹ 25,900.00**

SUMEDHA SALES LLP R.R. DIST.
IN WARD
No: 92736
Date: 28/3
Sign:

Amount Chargeable (in words) *E. & O.E*
INR Twenty Five Thousand Nine Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	21,949.13	9%	1,975.42	9%	1,975.42	3,950.84
Total	**21,949.13**		**1,975.42**		**1,975.42**	**3,950.84**

Tax Amount (in words) : **INR Three Thousand Nine Hundred Fifty and Eighty Four paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **131805000943**
Branch & IFS Code : **Kapra & ICIC0001318**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

for Hi-Tech Infra Projects
HITECH INFRA PROJECTS Hyderabad
Authorised Signatory
25/03/22

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Hi-Tech Infra Projects
Survey No.49/2. Haridaspally (V),ECIL
Keesara(M) Medchal (Dist)
Hyderabad-500083
GSTIN/UIN: 36AALFH6114K1Z7
State Name : Telangana, Code : 36
E-Mail : hitechinfraprojects99@gmail.com

Invoice No.	Dated
1170	**25-Mar-22**
Buyer's Order No.	Dated
GMR-RMC-85813	**3-Mar-22**

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3,IInd Floor,Soham Mansion,
MG Road, Secunderabad.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M20 Ready Mix Concrete**	38245010	**5.000 Cum.**	3,135.59	Cum.	**15,677.95**
	CGST					**1,411.02**
	SGST					**1,411.02**
	Round Off					**0.01**
	Total		**5.000 Cum.**			**₹ 18,500.00**

E. & O.E

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 92737
Date: 28/3
Sign: L

Amount Chargeable (in words)
INR Eighteen Thousand Five Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	15,677.95	9%	1,411.02	9%	1,411.02	2,822.04
Total	**15,677.95**		**1,411.02**		**1,411.02**	**2,822.04**

Tax Amount (in words) : **INR Two Thousand Eight Hundred Twenty Two and Four paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **131805000943**
Branch & IFS Code : **Kapra & ICIC0001318**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

for Hi-Tech Infra Projects
HITECH INFRA PROJECTS Hyderabad
Authorised Signatory
28/03/22

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice

TAX INVOICE *(ORIGINAL FOR RECIPIENT)*

Hi-Tech Infra Projects
Survey No.49/2. Haridaspally (V),ECIL
Keesara(M) Medchal (Dist)
Hyderabad-500083
GSTIN/UIN: 36AALFH6114K1Z7
State Name : Telangana, Code : 36
E-Mail : hitechinfraprojects99@gmail.com

Invoice No.	Dated
1118	**11-Mar-22**
Buyer's Order No.	Dated
GMR-RMC-85813	**3-Mar-22**

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3,IInd Floor,Soham Mansion,
MG Road, Secunderabad.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
2	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
3	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
4	**M20 Ready Mix Concrete**	38245010	**7.000 Cum.**	3,135.59	Cum.	**21,949.13**
						87,796.52
	CGST					**7,901.68**
	SGST					**7,901.68**
	Round Off					**0.12**
	Total		28.000 Cum.			**₹ 1,03,600.00**

SUMMIT SALES LLP
IN WARD
No: 92425
Date: 21/3
Sign: ......
R.R. DIST.

E. & O.E

Amount Chargeable (in words)
INR One Lakh Three Thousand Six Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	87,796.52	9%	7,901.68	9%	7,901.68	15,803.36
Total	**87,796.52**		**7,901.68**		**7,901.68**	**15,803.36**

Tax Amount (in words) : **INR Fifteen Thousand Eight Hundred Three and Thirty Six paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **131805000943**
Branch & IFS Code : **Kapra & ICIC0001318**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

for Hi-Tech Infra Projects
HITECH INFRA PROJECTS Hyderabad
19/3/22
Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice

HITECH INFRA PROJECTS
Hyderabad

Purchase Order

 24-04-2022 1:42:36 PM Original ; Office Copy ; Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Hi-Tech Infra Projects
Sy.No. 49/2 Haridaspally,Dammaiguda-500083

9160191602

Doc No	85813	192878
Doc Date	23-02-2022	
Quote No	NIL	
Quote Date	23-02-2022	
SupplyType	Supply	

Kind Attn : Mr Narender Goud

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. *M-20*	220.00	3,700.00	0.00	0.00	814,000.00

Total Order Value . . . 814,000.00

Rupees : Eight Lakh(s) Fourteen Thousand Only.

bills received 286750

bills pending 527250

Terms and Conditions :-

Specification / Brand	Concrete mix shall be of hitech Ready Mix Concrete
Payment Terms	Within 30 days of delivery.
Tax	Inclusive of all taxes
Delivery Date	As per request of project manager/engineer. Contact ___ on ___
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Bills must be submitted to H.O. within 30 days of supply of material.10%plty on value of order will be deducted in delay submission of bill.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	Final payment acc. to actual qty supplied as per batch sheet/report to be sent.Confirmation & check of qty to be done by site engg.Above Order for C-Block 601 TO 607 Flats work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery at Mallapur GMR Contact Person Mr Ramprasad-8309938133.

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Hi-Tech Infra Projects*

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	22.02.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192878
Material required before date:	23.02.22	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	RMC	M20	220	M3		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For C-block 601 to 607 flats slab work purpose at GMR site .

Prepared By	A.janaki	Approved by	
Sign.& Date	22.02.22	Sign. & Date	

Note:

APPROVED
08 MAY 2022
MANISH PARIKH
MANAGER PROCUREMENT

22 FEB 2022

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company firm:	Modi Reality Mallapur LLP		Block No.:	G-block
Project:	Gulmohar Residency		Flat / Villa no.:	South side retaining wall work purpose
Supplier:	Hi -tech infra projects		Slab no.:	
Requisition nos.:	192878		A. Estimated quantity:	220 M3 (M20)
PO nos.:	85813		B. Requisition quantity:	220M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	5M3
			D. Difference (C-A)	215M3

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.	24.03.22	05:12	05:19	05 25	5M3	9053	12000	12590	+590			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					5m3		12000	12590	+590			
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 sit

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company firm:	Modi Reality Mallapur LLP		Block No.:	G-block
Project:	Gulmohar Residency		Flat / Villa no.:	South side retaining wall work purpose
Supplier:	Hi -tech infra projects		Slab no.:	
Requisition nos.:	192878		A. Estimated quantity:	220 M3 (M20)
PO nos.:	85813		B. Requisition quantity:	220M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	7M3
Jaman	Deepa		D. Difference (C-A)	213M3

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.	22.03.22	11:00	11:36	11:44	7M3	8972	16800	17080	+280			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					7m3		16800	17080	+280			
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 sit

nInternal memo no. 903-35-A

Annexure - B

RMC pour report

Company firm	Modi Realty Mallapur LLP		Block No.	C-block
Project	Gulmohar Residency		Flat / Villa no.	Slab flats work purpose
Supplier	Hi-tech Infra projects		Slab no.	
Requisition nos.	192878		A. Estimated quantity	220 M3 (M20)
PO nos.	85813		B. Requisition quantity	220M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	28M3
		17/03/22	D. Difference (C-A)	192M3

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.	11.03.22	10:00	10:21	10:29	7m3	8628	16800	16820	+20			
2.	11.03.22	07:00	07:24	07:32	7m3	8622	16800	16820	+20			
3.	11.03.22	07:30	07:44	07:52	7m3	8624	16800	16920	+120			
4.	11.03.22	08:00	08:14	08:22	7m3	8625	16800	16970	+170			
5.												
6.												
7.												
8.												
9.												
10.												
Total					28m3		67200	67530	+330			
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 sit

nInternal memo no. 903/35/A
Annexure - B
RMC pour report

Company firm:	Modi Reality Mallapur LLP		Block No.:	A-block
Project:	Gulmohar Residency		Flat / Villa no.:	Slab flats work purpose
Supplier:	Hi -tech Infra projects		Slab no.:	[illegible] of 'A' Block [illegible]
Requisition nos.:	192878		A. Estimated quantity:	220 M3 (M20)
PO nos.:	85813		B. Requisition quantity:	220M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	7M3
[illegible]		Dt 12/03/22	D. Difference (C-A)	213M3

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.	10.03.22	03:00	03:18	03:26	7m3	8597	16800	17020	+220			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					7m3		16800	17020	+220			
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 sit