

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	7/05/22	Prepared by	Vanajathi	Serial no.	3800
Supplier name	Cement India	HO inward no.			
Firm/Company	mfm UP	Project	GMR	HO received date	
PO/WO date	12/04/22	PO/WO No.	87349	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24	20/04/22	2,88,000/-	☒ Yes - ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges): 2,88,000/-

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
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Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier: 2,88,000/-

Amount E - PO / WO value: 5,20,000/-

Amount F - Difference (A - E): 2,32,000/-

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	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]				
Date:	7/05/22				
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 20% of 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 weightment 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.:	
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.			
☐	All bills received against this PO.				
☐	Advance paid against this PO.	Amount paid			
Remarks by Accountants:					
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
<i>Rajulaut</i>		6/8			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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

CEMEX INFRA Sy.No 312 Rampally Vill Keesara Mdl, Medchal Dist-501 301 Phone No:8367099999 GSTIN/UIN: 36AANFC3197R1ZJ State Name : Telangana, Code : 36 E-Mail : cemexinfra9@gmail.com Buyer Modi Reality Mallapur LLP 5-4-187/3&3, II Nd Floor, Sohan Mansion MG Road Secunderabad GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36		Invoice No. 24 Delivery Note Supplier's Ref. 143 TO 180 Buyer's Order No. 87349-193072 Despatch Document No. Despatched through Terms of Delivery	Dated 20-Apr-2022 Mode/Terms of Payment Other Reference(s) Dated 12-Apr-2022 Delivery Note Date Destination
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SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Pump Ready Mix Concrete	38245010	72.00 cum	3,389.83	cum	2,44,067.79
	SGST			9 %		21,966.10
	CGST			9 %		21,966.10
	Round Off					0.01
Total			72.00 cum			Rs 2,88,000.00

Amount Chargeable (in words)

INR Two Lakh Eighty Eight Thousand Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
38245010	2,44,067.79	9%	21,966.10	9%	21,966.10	43,932.20
Total	2,44,067.79		21,966.10		21,966.10	43,932.20

Tax Amount (in words) : **INR Forty Three Thousand Nine Hundred Thirty Two and Twenty paise Only**

Company's Bank Details

Bank Name : **UNION BANK OF INDIA**

A/c No. : **261611100001529**

Branch & IFS Code : **RAMPALLE & UBIN0826162**

Declaration

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

for CEMEX INFRA

Authorised Signatory



This is a Computer Generated Invoice



2000 10
20

100



Purchase Order

Page(s) 1 Of 1

24-04-2022 1:09:45 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

CEMEX INFRA

Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301

8367099999

9848210686

Doc No 87349 193072

Doc Date 12-04-2022

Quote No NIL

Quote Date 12-04-2022

SupplyType Supply

Kind Attn : **G.Surendar Reddy**

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	130.00	4,000.00	0.00	0.00	520,000.00

Total Order Value . . . 520,000.00

Rupees : Five Lakh(s) Twenty Thousand Only.

Terms and Conditions :-

Specification / Brand Concrete mix shall be of 'Cemex' Ready Mix Concrete.

Payment Terms Within 30 days of delivery of all materials & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Gulmohar Residency Contact Person Mr Ramprasad-8309936133.
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, Admin 9502211011

Penalty For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted in delay submission of bills.

Transportation Cost Included in the above price

Warranty Nil

Advance Paid Nil

Other Terms Payment will be made only after inspection of material. Above order for C-Block flat no 601,602,606,607 slab work 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.'

Books of accounts verified and no bills wrt this PO were received by accounts	
Name:	Rajalaxmi
Sign:	AR
Date:	6/5

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **CEMEX INFRA**

Name : _____

Name : _____

Date : ____/____/____

Books of accounts verified and no bills for this PO were received by accounts	
Name:	
Signature:	
Date:	

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	11.04.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193072
Material required before date:	13.04.22	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	RMC	M20	130	M3		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.	606					

Remarks: For C-block flats no : 601,602,607 slab work purpose at GMR site.

Prepared By	Madhan	Approved by	Ram prasad
Sign. & Date	11.04.22	Sign. & Date	

Note:

APPROVED
17 APR 2022
M. RAM PRASAD
PROJECT MANAGER

APPROVED
08 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Handwritten signature

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

Company/ firm:	Moti Reality Mallapur LLP	Block No.:	C block
Project:	Gulmohar Residency	Flat / Villa no.:	602 & 607
Supplier:	Cemex infra	Slab no.:	08
Requisition nos.:	193072	A. Estimated quantity:	130 Cu.m
PO nos.:	87349	B. Requisition quantity:	130 Cu.m
Sign of Security	Sign of Admin	C. Actual quantity poured	68 Cu.m
		D. Difference (C-A)	62 Cu.m

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.	17/04/2022	12:30	12:45	12:50	6M3	180	14400	14150	250			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total:					68 Cu.m		14400	14150				
Remarks	Remaining material to be received don't close PO											

Note: 1. Report to be sent on a daily basis to the site. 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 14,100 kgs. 7. If the shortfall is more than 30 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 8. Maintain original report + weight report slips + test reports + photographs at site.

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

Company/ firm:	Modi Reality Mallapur LLP	Block No.:	C block
Project:	Gulmohar Residency	Flat / Villa no.:	602, 607
Supplier:	Cemex infra	Slab no.:	08
Requisition nos.:	193072	A. Estimated quantity:	130 Cu m
PO nos.:	87349	B. Requisition quantity:	130 Cu m ✓
Sign of Security	Sign of Admin	C. Actual quantity poured	68 Cu m ✓
	Sign of Project Manager	D. Difference (C-A)	62 Cu m ✓

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	De No. / Batch no.	Specified wt @2400 kgs m ³	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m ²	28 days cube test strength in kN/m ²
1.	17.04.2022	06.50	07.30	07.35	6M3	170	14400	14940				
2.	17.04.2022	07.35	07.50	07.55	6M3	171	14400	14740				
3.	17.04.2022	08.05	08.20	08.25	6M3	172	14400	14580				
4.	17.04.2022	08.20	08.35	08.36	6M3	173	14400	14620				
5.	17.04.2022	08.35	09.20	09.23	8M3	174	19200	19680				
6.	17.04.2022	09.10	09.30	09.35	6M3	175	14400	14560				
7.	17.04.2022	09.35	09.55	10.05	6M3	176	14400	14620				
8.	17.04.2022	10.23	10.40	10.50	6M3	177	14400	14600				
9.	17.04.2022	10.45	11.00	11.05	6M3	178	14400	14500				
10.	17.04.2022	11.30	11.40	11.45	6M3	179	14400	14660				
Total:					62cu.m ✓		148800	151500				
Remarks	Remaining material to be received don't close PO											

Note: 1 Report to be sent on a daily basis to the client. 2 Report must be prepared during pour and not later. 3 Report must be sent within one working day. 4 Multiple reports can be sent for one PO. 5 Weigh all vehicles 6 6-cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400 kgs/m³. If the shortfall is more than 30 kgs per load purchase to debit supplier shortfall attached on pro-rata basis. 7 Site to calculate shortfall. 8 Maintain original report + weightment slips + pour reports + test reports + photographs at site.

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

Company/ firm:	Modi Reality Mallapur LLP	Block No.:	C block
Project:	Gulmohar Residency	Flat / Villa no.:	Service Ramp A & B & Lift A Block
Supplier:	Cemex infra	Slab no.:	08
Requisition nos.:	193072	A. Estimated quantity:	130 Cu.m ✓
PO nos.:	87349	B. Requisition quantity:	130 Cu.m ✓
Sign of Security	Sign of Admin	C. Actual quantity poured	04 Cu.m ✓
	Sign of Project Manager	D. Difference (C-A)	126 Cu.m ✓

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/m ³	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m ²	28 days cube test strength in kN/m ²
1.	12/04/2022	11:10	11:22	11:30	4M3 ✓	143	9600	9830 ✓				
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total:					4cu.m ✓		9600	9830 ✓				
Remarks	Remaining material to be received don't close PO.											

Note: 1-Report to be sent on a daily basis to purchase, quality, safety, and project management. 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 or 2,400 kgs/m³. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount at pro-rata basis. 7- Site to calculate shortfall. 8- Maintain original report + weightment slips + four reports + test reports + photographs at site.