

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 7/05/22		Prepared by: Vanajashri		Serial no.: 3794	
Supplier name: Comet Enba		Project: GMR		HO inward no.:	
Firm/Company: mfm LLP		PO/WO No.: 85815		HO received date:	
PO/WO date: 23/02/22		Scan ID:			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	13	13/04/22	1,07,300/-	☒ Yes - ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):			1,07,300/-
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:			1,07,300/-
Amount E - PO / WO value:			4,44,000/-
Amount F - Difference (A - C):			3,36,700/-
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:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajashri	MINISH PARIKH			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date:	7/05/22	12 MAY 2022			
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:					
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
Rajalamb		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

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		Invoice No. 13	Dated 13-Apr-2022
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		Delivery Note	Mode/Terms of Payment
		Supplier's Ref. 417 to 427	Other Reference(s)
		Buyer's Order No. 85815-192877	Dated 23-Feb-2022
		Despatch Document No.	Delivery Note Date
		Despatched through	Destination
		Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Pump Ready Mix Concrete	38245010	29.00 cum	3,135.59	cum	90,932.20
	SGST			9 %		8,183.90
	CGST			9 %		8,183.90
	Total		29.00 cum			Rs 1,07,300.00

Amount Chargeable (in words)

E. & O.E

INR One Lakh Seven Thousand Three Hundred Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
38245010	90,932.20	9%	8,183.90	9%	8,183.90	16,367.80
Total	90,932.20		8,183.90		8,183.90	16,367.80

Tax Amount (in words) : **INR Sixteen Thousand Three Hundred Sixty Seven and Eighty paise Only**

Company's Bank Details

Bank Name : UNION BANK OF INDIA

A/c No. : 261611100001529

Branch & IFS Code : **RAMPALLE & UBIN08261628**

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





Purchase Order

Page(s) 1 Of 1

24-04-2022 2:10:49 PM

Original / Office Copy : Purchase Div.Copv

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 85815 192877
Doc Date 23-02-2022
Quote No NIL
Quote Date 23-02-2022
SupplyType Supply

Kind Attn : **G.Surendar Reddy**

Purchase Order for the Supply of following Items.

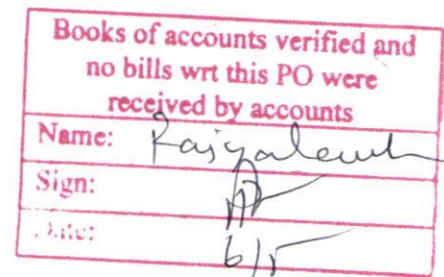
Item Name	Qty	Rate	Dis%	GST%	Amount
1 1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. M-20	120.00	3,700.00	0.00	0.00	444,000.00

Total Order Value . . . 444,000.00

Rupees : Four Lakh(s) Fourty Four 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-8309938133. 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% plyt 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 driveway slab A TO C Blocks 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.'



For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **CEMEX INFRA**

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.	192877	
Material required before date:	23.02.22		ID No.		

No	Description	Size	Quantity	Units	Inward No	Date
1.	RMC	M20	120	M3		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For drive way slab for A to C blocks work purpose at GMR site .

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

Note:



Oking *22 FEB 2022*

Internal memo no 00335 A

Annexure - B

RMC pour report

Company firm	Mod Reality Mallapur LLP	Block No.	C - block
Project	Gulmohar Residency	Flat Villa no	Drive way slab work purpose
Supplier	Cemex infra	Slab no	
Requisition nos	192877	A Estimated quantity	120 M ³ (M20)
PO nos	85815	B Requisition quantity	120 M ³
Sign of Security	Sign of Admin	C Actual quantity poured	7 M ³
Sign of Project Manager	Sign of Project Manager	D Difference (C-A)	113 M ³

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 (a) 2400 kgs/m ³	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs	Slab cube test strength in KN/m ²	28 days cube test strength in KN/m ²
1	04.03.22	11:00	11:10	11:20	7m ³	427	16800	16830	-30			
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
Total					7m ³		16800	16830	-30			

Remarks

Note: 1. Report to be sent on a daily basis to purchase@modproperties.com and report-audit@modproperties.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 (a 2,400kgs/m³). If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 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 Realty Mallapur LLP	Block No.:	C-block
Project:	Gulmohar Residency	Flat / Villa no.:	Drive way slab work purpose
Supplier:	Cemex infra	Slab no.:	662/604/605
Requestion nos.:	192877	A. Estimated quantity:	120 M3 (M20)
PO nos.:	85815	B. Requestion quantity:	120M3
Sign of Security:	Sign of Admin	C. Actual quantity poured	22M3
	Deepa	D. Difference (C-A)	98M3

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. / Hatch no.	Specified wt (at 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.	03.03.22	05:00	05:05	05:10	8m3	417	19200	19640	-440			
2.	03.03.22	05:15	05:20	05:30	7m3	418	16800	16810	-10			
3.	03.03.22	05:35	05:55	06:10	7m3	419	16800	16850	-50			
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					22m3		52800	53300	-500			
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 + weightment slips + pour reports + test reports + photographs at site