PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/5/22	Prepared by	Manoj	Serial no.	
Supplier name	Chouhan steel furniture			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	25/3/22	PO/WO No.	86748	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	20	2/5/22	64,900/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			64,900/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	Installation report	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:			64,900/-
Amount E – PO / WO value:			64,900/-
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	6/6/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	APPROVED			
Sign:	Manoj	31 MAY 2022			
Date	29/5/22	MINISH PAREKH MANAGER PROCUREMENT			
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.:	86748	PO date:	25/3/22	Req. no.:	192998	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:	Work completed, Bill No: 20. Close po., bill uploaded in M-codex.

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
A. Janaki	AJ	13/5/22	M.Ramprasad	[signature]	13/5/22.

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
Rajyalakshmi		13/5			

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

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR
13 MAY 2022

TAX INVOICE

Cell : 9966906325
7093874548

CSF

CHOUHAN STEEL FURNITURE

Plot No. 3, Bapuji Nagar X Road, Near SBI, Bowenpally, Secunderabad - 500 011.

GSTN Number : 36ANJPC9477B1ZX

Pan No. : ANJPC9477B

Tax is payable on Reverse Charge :

Invoice No. : 20

Date : 02/05/2022

State Code : 36

Details of Receiver Billed to :

Name : Modi realty Mallapur LLP.

Address : 5-4-187/3&4, II Floor M.G. Road, secunderabad.

GSTIN : 36ANJPPC9477B1ZX.

State :

State Code :

Details of Consignee I Shipped to :

Name :

Address : 86748.

GSTIN :

State :

State Code :

Sr. No.	HSN ACS	Description of Goods	Pcs	Mtr./Feet/KG	Rate	Per	Total Rs.
	8501	S.S glass balcony railing. work. B-407, 406, 405 501, 508.		50	1100	SFT	55000

Total Invoice Amount in Words : Sixty four thousand nine hundred rupees only.

Taxable Value			55000
CGST :	9	%	4,950
SGST :	9	%	4,950.
IGST :		%	
INVOIVE TOTAL Rs.			64,900.

Bank Details :
Bank Account Number :
Bank Branch IFSC :

Amount Of Tax Subject to Reverse Charge

CGST	SGST	IGST

ELECTRONICS REFERENCE NUMBER

Certified that the Particulars given above are true and correct.

1. Goods once sold will not be taken back or exchange.
2. Our responsibility ceases on delivery of good to carrier or buyer
3. Subject to Hyderabad Jurisdiction.
4. Interest @ 24 % will be charged if payment is not made in described time.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94914 Date: 28/5 Sign:

For **CHOUHAN STEEL FURNITURE**

Hiralal

Authorised Signatory

Cell: [illegible]

TAX INVOICE

CHOUHAN STEEL FURNITURE

Plot No. [illegible], Bapuji Nagar X Road, Main Rd, Bowenpally, Secunderabad - 500 011.

GSTIN Number	36ANUPC9477B1ZX
Pan No.	ANUPC9477B
Tax is payable on Reverse Charge	

84738

Details of Receiver Billed to : Modi Realty Pallavi LLP.
Address: 5-4-187/3&4, II floor, M.G. Road, Secunderabad.
GSTIN: 36AAIFF[illegible]

Sr. No.	HSN / ACS	Description of Goods	Qty	Rate	Amount ₹
	[illegible]	S.S glass balcony railing work. B-407, 406, 405, 507, 508.	50	1100	55000

Total Invoice Amount in Words: Sixty four thousand nine hundred rupees only.

Taxable Value		55000
CGST	9 %	4,950
SGST	9 %	4,950.
IGST	%	
GRAND TOTAL	₹	64,900

For **CHOUHAN STEEL FURNITURE**

Authorised Signatory

1. Goods once sold will not be taken back or exchanged.
2. Our responsibility ceases on delivery of goods to carrier or buyer.
3. Subject to Hyderabad Jurisdiction.
4. Interest @ 24 % will be charged if payment is not made in described time.

Purchase Order

 25-03-2022 13:57:43

86748
16.03.22 2:13:35

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

Supplier Details

Chouhan Steel Furniture

Plot no. 3, Bapuji Nagar, Near SBI, Bowenpally, Secunderabad - 500011.

GSTIN 36ANJPPC9477B1ZX

7093874548

Doc No	86748	192998
Doc Date	25-03-2022	
Quote No	Nil	
Quote Date	23-12-2021	
SupplyType	Supply	

Kind Attn : Mr. Hiralal Chouhan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *10'0 x 3'0 x 10mm thick glass - 05 nos*	50.00	1,100.00	0.00	18.00	64,900.00
					Total Order Value . . .	**64,900.00**

Rupees : Sixty Four Thousand Nine Hundred Only.

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 6,490/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for B block 407,406,405,501 & 508 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed within 2 days from the date of the work order.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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

25/03/2022

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

For ***Chouhan Steel Furniture***

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	24.03.2022
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192998
Material required before date:	urgent	ID No.	74982

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Glass balcony railing	10'x3'x10mm thick	5	No's		
2.						
3.						
4.						
5.						
6.	86748					
7.						
8.						
9.						
10.						

APPROVED
25 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For B-block 407,406,405,501,508 flats work purpose at GMR site .

Prepared By	Madhan	Approved by	
Sign.& Date	24.03.2022	Sign. & Date	

Note:

APPROVED BY
24 MAR 2022
M. RAM PRASAD
PROJECT MANAGER

INSTALLATION REPORT

Company/ firm:	MRMLLP.	Requisition nos.:	192998
Project:	G.M.R.	PO no.:	86748.
Supplier:	Chowdam Steel frinture.	Material type:	S.S balcony railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	26/04/22	407	S.S glass balcony	10'x3'x10 mm	5 no's
2.		406	railing work done.		
3.		405			
4.		501			
5.		508			
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	5 No's.

Remarks: S.S glass balcony railing work done for flats above mentioned.

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY MAY 2022 M. RAM PRASAD (G.M.R) Project Manager		

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

Purchase Order

 19-03-2022 15:54:00 Original / Office Copy / Purchase Div.Copy

Remarks Nil

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Idw : 68982,
68983,
68984,
68985,
68986,

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	1179.	Date - site bills Register	29/04/22.
Company Name:	MRMLLP.	Site:	G.M.R.
Name of Contractor	Chouhan Steel Furniture.		
Nature of work	SS. Railing works.		
Work done	From Date	05-02-22	To Date 26-04-22

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Balcony	50	SFT	1100	55000.	
2.	Glass Railing					
3.	work in B-Block					
4.	B-407, 406, 405					
5.	501, 508.					
6.						
7.						
8.						
9.						
10.						
11.	Total:				55000/-	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	86748.	PO/WO date:	

Remarks : All works done.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date:	Date: 11/5/22	Date: 11 MAY 2022
Sign:	Sign: Jayanth	Sign:

APPROVED BY
11 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.