PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/5/22	Prepared by	Moni	Serial no.	
Supplier name	Chouhan steel furniture			HO inward no.	
Firm/Company	MRM LLP	Project	GMR	HO received date	
PO/WO date	22/3/22	PO/WO No.	86526	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	18	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:	Monish				
Sign:	Moni	31 MAY 2022			
Date	29/5/22	MANISH PARIKH 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.:	86526	PO date:	22/3/22	Req. no.:	192936	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: 18, Close the 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
Rajya	[signature]	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
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

 22-03-2022 10:25:46

Purchase Order

86526

16.03.22 2:13:31

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			
Chouhan Steel Furniture	**Doc No**	86526	192936
Plot no. 3, Bapuji Nagar, Near SBI, Bowenpally, Secunderabad - 500011.	**Doc Date**	22-03-2022	
	Quote No	Nil	
GSTIN 36ANJPPC9477B1ZX	**Quote Date**	23-12-2021	
7093874548	**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 101,106,108,205,301 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

22/03/2022

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Chouhan Steel Furniture*

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	12.03.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192936
Material required before date:	14.03.22	ID No.	74582

No	Description	Size	Quantity	Units	Inward No	Date
1.	Glass balcony railing 95	10'x3'x10mm thick	5	No's		
2.	(Toughen glass)					
3.						
4.						
5.						
6.	86526					
7.						
8.		19/03/2022				
9.						
10.						

Remarks: For B-block 101,106,108,205,301 flats balcony railing work purpose at GMR site.

Prepared By	Madhan	Approved by	
Sign.& Date	12.03.22	Sign. & Date	

Note:

APPROVED BY
19 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
12 MAR 2022
...SAD
...MANAGER

CSF

TAX INVOICE

Cell : 9966906325
7093874548

CHOUHAN STEEL FURNITURE

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

GSTN Number : 36ANJPC9477B1ZX	Invoice No. : 18
Pan No. : ANJPC9477B	Date : 02/05/2022
Tax is payable on Reverse Charge :	State Code : 36
Details of Receiver Billed to :	**Details of Consignee I Shipped to :**
Name : Modi Realty Mallapur. LLP. Address : 5-4-187/3&4, II floor M.G Road, Secunderabad. GSTIN : State : 36ANJPPC9477B1ZX. State Code :	Name : Address : 86526. GSTIN : State : State Code :

Sr. No.	HSN ACS	Description of Goods	Pcs	Mtr./Feet/KG	Rate	Per	Total Rs.
	8501	Balcony glass railing (S.S Glass balcony Railing). B-Block. B-101, 106, 108 205, 301.		50 ~~SFT~~	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.		64900

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: 94916 Date: 28/5 Sign:

For **CHOUHAN STEEL FURNITURE**

HiraLal

Authorised Signatory

TAX INVOICE

Cell : 9966906328
7095374648

CHOUHAN STEEL FURNITURE

Plot No. 3, [illegible] Nagar X Road, [illegible] SBI Bowenpally Secunderabad - 500 011.

GSTIN Number : 36ANJPC8477B1ZN

Pan No. : ANJPC8477B

Tax is payable on Reverse Charge :

State Code :

Details of Receiver (Billed to) | Details of Consignee (Shipped to)

Name : Modi Realty Millennium LLP.
5-4-187/3&4, II floor,
M.G. Road, Secunderabad.

GSTIN : 36AAQFM4378B1ZX.

State :

Sr. No.	HSN /SAC	Description of Goods	Qty.	Rate	Total Rs.
	8501	Balcony glass railing (S.S Glass balcony railing). B-Block. B-101, 106, 108, 205, 301.	50 sft	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		
INVOICE TOTAL		64900

Bank Details
Bank Account Number :
Bank Branch IFSC :

Certified that the particulars given above are true and correct.

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.

For CHOUHAN STEEL FURNITURE

Authorised Signatory

INSTALLATION REPORT

Company/ firm:	M.R.MILLER.	Requisition nos.:	192936
Project:	G.M.R.	PO no.:	86526.
Supplier:	Chouhan steel. furniture.	Material type:	S.S. glass balcony railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	26/04/22	101	S.S balcony glass railing work(.)	10'x3'x10mm	5 no's
2.		106			
3.		108			
4.		205			
5.		301.			
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	5 NO's.

Remarks: S.S glass balcony railing fixing work completed for the above flats.

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 03 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.

HDFC BANK
We understand your world

MR. SRIKANTA JENA
3-1-117/64
CHANDRA NAGAR
MALLAPUR UPPAL
RANGA REDDY 500076
TELANGANA INDIA

JOINT HOLDERS :

Nomination : Registered

Account Branch : SECUNDERABAD
Address : USHA KIRAN COMPLEX, GR FLOOR
PARADISE CIRCLE
SAROJINI DEVI ROAD
City : SECUNDERABAD 500 003
State : TELANGANA
Phone no. : 040-61606161
OD Limit : 0.00
Currency : INR
Email :
Cust ID : 55050382
Account No : 50100042079049 PRIME
A/C Open Date : 09/04/2014
Account Status : Regular
RTGS/NEFT IFSC: HDFC0000042 MICR : 500240003
Branch Code : 42 Product Code : 105

From : 01/10/2021 To : 31/10/2021

Statement of account

13/10/21	UPI-BASANTA SAMAL-7735313399@YBL-FINO000 0001-128624514888-PAYMENT FROM PHONE	0000128624514888	13/10/21	500.00		2,471.03
14/10/21	UPI-XXXXXX4957-UCBA0001777-128766017895- UPI	0000128766017895	14/10/21	2,000.00		471.03
15/10/21	UPI-MADDEVOENOLLU SHEKAR-MADDEVOENOLLU@Y BL-HDFC0000042-128845919867-PAYMENT FROM PHONE	0000128845919867	15/10/21		3,000.00	3,471.03
15/10/21	UPI-XXXXXX4957-UCBA0001777-128876673295- UPI	0000128876673295	15/10/21	3,000.00		471.03
16/10/21	UPI-EURONETGPAY-EURONETGPAY.PAY@ICICI-IC IC0000001-128983561017-UPI	0000128983561017	16/10/21	199.00		272.03
16/10/21	UPI-XXXXXX4957-UCBA0001777-128984321415- UPI	0000128984321415	16/10/21	100.00		172.03
16/10/21	UPI-EURONETGPAY-EURONETGPAY.PAY@ICICI-IC IC0000001-128984893541-UPI	0000128984893541	16/10/21	48.00		124.03
16/10/21	UPI-P V VIJAYA LAKSHMI-8374704723@YBL-S BIN0000847-128977373338-PLUMBING AT VIST A	0000128977373338	16/10/21		3,000.00	3,124.03
16/10/21	UPI-XXXXXX4957-UCBA0001777-128991096485- UPI	0000128991096485	16/10/21	3,000.00		124.03
18/10/21	UPI-SURESHA BAIRAIYA-BHARATPE90718812416 @YESBANKLTD-YESB0YESUPI-129118685863-VER IFIED MERCHANT	0000129118685863	18/10/21	60.00		64.03
18/10/21	UPI-SURESHA BAIRAIYA-BHARATPE90718812416 @YESBANKLTD-YESB0YESUPI-129124543023-VER IFIED MERCHANT	0000129124543023	18/10/21	40.00		24.03
19/10/21	NEFT CR-KKBK0000958-MODI REALTY MALLAPUR LLPRERA AC-SRIKANTH JENA-KKBK2129270988 45	KKBK212927098845	19/10/21		5,197.00	5,221.03
19/10/21	UPI-DEBENDRA ROUT-DEBENDRAR12@OKHDFCBANK	0000129227915397	19/10/21	3,000.00		2,221.03

HDFC BANK LIMITED
*Closing balance includes funds earmarked for hold and uncleared funds
Contents of this statement will be considered correct if no error is reported within 30 days of receipt of statement.The address on this statement is that on record with the Bank as at the day of requesting this statement.
State account branch GSTN:36AAACH2702H1Z1
HDFC Bank GSTIN number details are available at https://www.hdfcbank.com/personal/making-payments/online-tax-payment/goods-and-service-tax.

Idno : 68977 to 68981

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

Sl. No. – site bills register	1178		Date - site bills Register		29/04/22.
Company Name:	MRMLLP.		Site:		G.M.R.
Name of Contractor	Chouhan Steel Furniture.				
Nature of work	S.S. Railing works.				
Work done	From Date	05-02-22	To Date		16-04-22.

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Glass Railing	50	1100.	SFT	55,000/-	
2.	works in B-Block					
3.	for flat No's.					
4.	B-101, 106, 108					
5.	205, 301.					
6.						
7.						
8.						
9.						
10.						
11.	Total:				55,000/-	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	86526.	PO/WO date:	

Remarks :

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

APPROVED BY
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.