PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/5/22	Prepared by	Monu	Serial no.	
Supplier name	chouhan steel furniture			HO inward no.	
Firm/Company	MEMLLP	Project	GMR	HO received date	
PO/WO date	23/3/22	PO/WO No.	86670	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	19	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:	Monu				
Sign:	Monu	31 MAY 2022			
Date	29/5/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MANISH 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.:	86670	PO date:	23/3/22	Req. no.:	192987	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:19, 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		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:
Rajyalaxmi

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
Rajyalaxmi		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. : 19
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 / Shipped to :

Name :
Address : 86670.
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-Block. B-308, 306, 305 401, 408		50	1100	SFT	55000

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 9491/5 Date: 28/5 Sign:

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.

For **CHOUHAN STEEL FURNITURE**

Hiralal

Authorised Signatory

TAX INVOICE

CHOUHAN STEEL FURNITURE

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

GSTIN Number: 36ANJPC8477B1ZX

Pan No.: ANJPC8477B

Tax is payable on Reverse Charge:

Details of Receiver Billed to

Name: Modi Realty Malloya LLP

Address: 5-4-187/3&4, II floor, M.G. Road, Secunderabad.

GSTIN: 36AAJFM4773B1ZX

866

Sl. No.	HSN ACS	Description of Goods	Qty	Rate	GST	Total Rs.
	[illegible]	S.S. glass balcony railing work. B-Block. B-308, 306, 305, 401, 408.	50	1100	9%	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

Amount Of Tax Subject to Reverse Charge

ELECTRONIC REFERENCE NUMBER

Certified that the particulars given above are true and correct.

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.

INSTALLATION REPORT

Company/ firm:	M.R.M LLP	Requisition nos.:	192987
Project:	G.M.R.	PO no.:	86670.
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.	25/04/22	308	S.S glass balcony		
2.		306	Railing work.	10'x3'x10mm	5 No's
3.		305			
4.		401			
5.		408			
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Remarks: S.S glass balcony railing work fixing Completed.

Total: 5 No's.

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 09 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.

Weekly - Petty cash /expense card statement.

Name	M.Ram prasad		Statement date	21.01.2022		
			Sign			
Prepared by	A.Sravani		To period	21.01.22		
From period	14.01.22					
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to Ramesh for drainage cleaning work purpsoe at labour qaurters .	Rs.4000/-	N	N
2.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to Mangaldeep electricals , hardware for screws solvent plumbing material for site works.	Rs.6136/-	Y	Y
3.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to vintech computers for laptop repair .	Rs.1500/-	Y	Y
4.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to Krishna hardware & electricals for spray paints , 40mm mapt & screws .	Rs.1425/-	Y	Y
5.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to police men for petroling around site .	Rs.1000/-	N	N
6.	Modi realty mallapur LLP	Gulmohar Residency	Cash paid to Local hotel for getting food for creche children for 7 days .	Rs.3140/-	N	N
7.	Modi realty mallapur LLP	Gulmohar Residency				
		Total		**Rs.17201/-**		
Amount to be credited by	☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:					
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:						
Date:						

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement

Purchase Order

 23-03-2022 14:04:01

86670
16.03.22 2:13:34

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

GSTIN 36ANJPPC9477B1ZX

7093874548

Doc No	86670	192987
Doc Date	23-03-2022	
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 308,306,305,401,408 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

Name : 23/03/2022

Accepted the above Terms And Conditions

For ***Chouhan Steel Furniture***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name.	MODIREALTY MALLAPUR LLP	Date	22.03.22
Site & Phase .	GULMOHAR RESIDENCY	Time	11:00
Supplier		Req. No	192982
Material required before date	urgent	ID No	74884

No.	Description	Size	Quantity	Units	Inward No	Date
1.	SS railing with 10'x3'x10mm thick glass	10'x3'x10mm thick	5	flats		
2.						
3.						
4.						
5.						
6.	86670					
7.						
8.						
9.						
10.						

Remarks: For B - 308,306,305,401,408 works Purpose at GMR Site.

Prepared By	Madhan	Approved By	Ram prasad
Sign.& Date	22.03.22	Sign. & Date	22.03.22

Note:

APPROVED
23 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

23 MAR 2022
MANAGER