PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/6/22	Prepared by	Deepa	Serial no.	4837
Supplier name	Cemer Infra			HO inward no.	
Firm/Company	MRM Khp	Project	GMR	HO received date	
PO/WO date	9/2/22	PO/WO No.	86228	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	12	13/4/22	33,575/-	☑ Yes □ No
2.	23	20/4/22	33,575/-	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	67,150/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Pouring report attached	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:	67,150/-
Amount E – PO / WO value:	79,000/-
Amount F – Difference (A – E):	11,850/-
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	13/6/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	Prabhakar			
Sign:	[signature]	[signature]			
Date	3/6/22	APPROVED 04 JUN 2022 P. PRABHAKAR MANAGER PURCHASE			
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.:		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:	

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
[illegible]		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	Invoice No. **12**	Dated **13-Apr-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **94 to 98**	Other Reference(s)
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	Buyer's Order No. **86228-192930**	Dated **13-Apr-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	**M25 Pump Ready Mix Concrete**	38245010	**8.50 cum**	3,347.46	cum	**28,453.39**
	SGST			9	%	**2,560.81**
	CGST			9	%	**2,560.81**
	Less : ***Round Off***					**(-)0.01**
	Total		**8.50 cum**			**Rs 33,575.00**

Amount Chargeable (in words) *E. & O.E*

INR Thirty Three Thousand Five Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
38245010	28,453.39	9%	2,560.81	9%	2,560.81	5,121.62
Total	**28,453.39**		**2,560.81**		**2,560.81**	**5,121.62**

Tax Amount (in words) : **INR Five Thousand One Hundred Twenty One and Sixty Two 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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93347
Date: 14/4
Sign:

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	Invoice No. **23**	Dated **20-Apr-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **143 TO 180**	Other Reference(s)
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	Buyer's Order No. **86228-192930**	Dated **20-Apr-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	**M25 Pump Ready Mix Concrete**	38245010	**8.50 cum**	3,347.41	cum	**28,453.00**
	SGST			9	%	**2,560.77**
	CGST			9	%	**2,560.77**
	Round Off					**0.46**
	Total		**8.50 cum**			**Rs 33,575.00**

Amount Chargeable (in words) *E. & O.E*

INR Thirty Three Thousand Five Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	28,453.00	9%	2,560.77	9%	2,560.77	5,121.54
Total	**28,453.00**		**2,560.77**		**2,560.77**	**5,121.54**

Tax Amount (in words) : **INR Five Thousand One Hundred Twenty One and Fifty Four 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

SUMMIT SALES LLP R.R. DIST. INWARD No: 93559 Date: 22/4 Sign:

CEMEX INFRA HYD

This is a Computer Generated Invoice

Purchase Order

 09-03-2022 10:29:21 AM

86228
28.02.22 2:52:28

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	86228	192930
Doc Date	09-03-2022	
Quote No	NIL	
Quote Date	09-03-2022	
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-25	20.00	3,950.00	0.00	0.00	79,000.00

Total Order Value . . . 79,000.00

Rupees : Seventy Nine Thousand Only.

Terms and Conditions :-

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

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
Penality For Delay	Bills must be submitted to H.O. within 30days of suppy of material.10% plty 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 E-Block gateway columns 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: Fayyaz
Sign:
Date: 6/5/22

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*
Authorised Signatory

09/03/2022

Name : ________

Accepted the above Terms And Conditions
For *CEMEX INFRA*

Name : ________

Date : _/_/__

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	08.03.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192930
Material required before date:	10.03.22	ID No.	J4471

No	Description	Size	Quantity	Units	Inward No	Date
1.	RMC	M25	20	M3	3,950/-	
2.						
3.						
4.						
5.						
6.	PO 86228					
7.						
8.						
9.						
10.						

Remarks: For E-block dive way columns work purpose at GMR site .

Prepared By	A.janaki	Approved by	APPROVED BY
Sign.& Date	08.03.22	Sign. & Date	10 MAR 2022 SOHAM MODI MANAGING DIRECTOR

Note:

09 MAR 2022

08 MAR 2022

141262

Internal memo no.
Annexure - B
RMC pour report

Company/ firm:	Modi Reality Mallapur LLP		Block No.:	E Block Driveway columns
Project:	Gulmohar Residency		Flat / Villa no.:	-
Supplier:	Cemex infra		Slab no.:	-
Requisition nos.:	192930		A. Estimated quantity:	20 Cu.m
PO nos.:	86228		B. Requisition quantity:	20 Cu.m
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	8.5 Cu.m
Ram	30/3/22		D. Difference (C-A)	11.5 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.	29.03.2022	09:30	10:00	10:05	4 Cum	094	9,600	9,690				
2.	29.03.2022	13:05	13:15	13:20	4.5 Cum	098	10,800	9,700	1,100			
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total:					**8.5 Cu.m**		**20,400**	**19,390**	**1,100**			
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 + weighment slips + pour reports + test reports + photographs at site.