

PURCHASE DIVISION
Advice for approval for credit to supplier

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

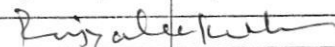
Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	12	13/4/22	33,575/-	☒ Yes ☐ No
2.	23	20/4/22	33,575/-	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

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: find bill			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Deepa	P. Prabhakar			
Sign:					
Date	2/6/22	04 JUN 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 weightment 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
		6/8			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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 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	Invoice No. 12 Delivery Note Supplier's Ref. 94 to 98 Buyer's Order No. 86228-192930 Despatch Document No. Despatched through Terms of Delivery	Dated 13-Apr-2022 Mode/Terms of Payment Other Reference(s) Dated 13-Apr-2022 Delivery Note Date Destination
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SI 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
	<i>SGST</i>				9 %	2,560.81
	<i>CGST</i>				9 %	2,560.81
	<i>Less :</i>					(-0.01)
	<i>Round Off</i>					
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



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

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

Invoice No.

23

Dated

20-Apr-2022

Delivery Note

Mode/Terms of Payment

Supplier's Ref.

143 TO 180

Other Reference(s)

Buyer's Order No.

86228-192930

Dated

20-Apr-2022

Despatch Document No.

Delivery Note Date

Despatched through

Destination

Terms of Delivery

SI 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



This is a Computer Generated Invoice





Purchase Order

Page(s) 1 of 1

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 :-

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% pty 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-Books and way columns work propose.
Completion Date Nil
Measurement 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 MDs APPROVAL

- ☒ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSSLP stock
☐ Other

Books of accounts verified and
no bills wrt this PO were
received by accounts

Name: *Paiyalakurthi*

Sign: *[Signature]*

Date: *6/5/22*

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : *[Signature]*

Name : _____

Date : *09/03/2022*

Accepted the above Terms And Conditions

For **CEMEX INFRA**

1

Amount	
Received by account	
Number	
Month of account sent	

Requisition Form

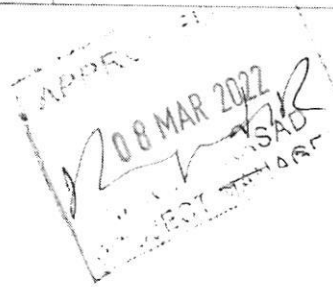
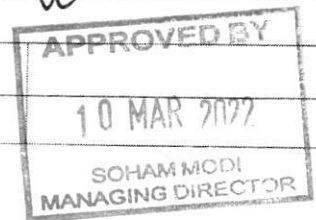
Company Name:	MODI REALTY MALLAPUR LLP	Date:	08.03.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	192930
Material required before date:	10.03.22	ID No.	74471

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

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

Prepared By	A.janaki	Approved by	
Sign. & Date	08.03.22	Sign. & Date	

Note:



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	C. Actual quantity poured	8.5 Cu.m
	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 + weightment slips + pour reports + test reports + photographs at site.