

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/6/22		Prepared by		Deeja		Serial no.		4835	
Supplier name		Sri Balaji Enterprise						HO inward no.			
Firm/Company		memhwp		Project		GMR		HO received date			
PO/WO date		23/3/22		PO/WO No.		86672		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount		Original attached			
1.	5			20/4/22		20,850/-		☒ Yes ☐ No			
2.						1		☐ Yes ☐ No			
3.								☐ Yes ☐ No			
4.								☐ Yes ☐ No			
Amount A – Bills total (Excluding Transport & Hamali Charges):								20,850/-			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		106322				Proof of delivery matches MRN		☒ Yes ☐ No			
Amount B – Other Credits : Transportation charges								2596			
Amount C – Other Debits :								-			
Amount D (D-A+B-C) – Amount to be credited to the supplier:								20,850/-			
Amount E – PO / WO value:								11,602.50			
Amount F – Difference (A – E):								665292475			
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 Standard order considered can be acceptable											
Approved by		Purchase Officer		Purchase Manager		MD		Accountant		Accounts Manager	
Name:		Deeja		[Signature]							
Sign:		[Signature]		[Signature]							
Date		3/6/22									
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.:	87151	PO date:	86672 7/4/22	Req. no.:	193030
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: Full material received. close PO.					
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
O. Madhan	[Signature]	7/5/22			
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
Rajalath	[Signature]	12/5			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SLLP 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			



of bills

Tax Invoice

SRI BALAJI ENTERPRISES # 14-1-418, NEAR ROCKET GROUND NEW AGHAPURA HYDERABAD 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana				Invoice No. 5		Date 20-04-2022	
				Place of supply 36-Telangana		PO date 23-03-2022	
				PO number 86672		Vehicle Number TS12UA-6319	
Bill To MODI REALTY MALAPUR LLP 5-4-187/3&4 ,2 nd floor MG Road Secunderabad 500003 Contact No.: 9502277299 GSTIN Number: 36AAEFM1459R1ZP State: 36-Telangana				Ship To Gulmohar Residency Survey No 19, Mallapur NEXT TO NFC Railway Over Bridge pin cod -500076			

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	FLUSH DOOR 30MM (72X26 STD SIZE)	4418	56X24	12	NOS	₹ 1,105.00	₹ 2,386.80 (18%)	₹ 15,646.80
2	FLUSH DOOR 30MM (72X26 STD SIZE)	4418	56X20	2	NOS	₹ 1,105.00	₹ 397.80 (18%)	₹ 2,607.80
3	CARTAGE			1	-	₹ 2,200.00	₹ 396.00 (18%)	₹ 2,596.00
Total				15			₹ 3,180.60	₹ 20,850.60

Invoice Amount In Words Twenty Thousand Eight Hundred Fifty One Rupees only		Amounts: Sub Total ₹ 20,850.60 Round off ₹ 0.40 Total ₹ 20,851.00 Received ₹ 0.00 Balance ₹ 20,851.00	
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 2,200.00	9%	₹ 198.00	9%	₹ 198.00	₹ 396.00
4418	₹ 15,470.00	9%	₹ 1,392.30	9%	₹ 1,392.30	₹ 2,784.60
Total	₹ 17,670.00		₹ 1,590.30		₹ 1,590.30	₹ 3,180.60

Terms and conditions: GOODS ONCE SOLD WILL NOT BE TAKEN BACK SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION. PAYMENT POST DUE DATE WILL		Company's Bank details: Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY Bank Account No.: 4312001151 Bank IFSC code: KKBK0000553 Account Holder Name: KIRAN DEVI JOSHI	
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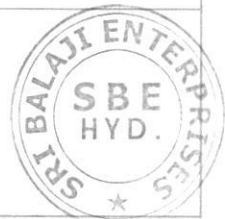
UPI SCAN TO PAY



For, SRI BALAJI ENTERPRISES



Authorized Signatory



INWARD

MODI REALTY MALLAPUR LLP

Ward No 8193 Dt. 20/04/2022

GRN No 106322 Dt. 21/04/22

Received By: [Signature] Sign: 20/04/22

Purchase Order

Page(s) 1 Of 1

29-03-2022 4:23:43 PM



86672

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

Sri Balaji Enterprises

H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No

86672

192986

Doc Date

23-03-2022

Quote No

Nil

Quote Date

22-03-2022

SupplyType

Supply

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2007 - Carpentry - doors - Flush Door - 30mm - other - sft 26"x56" 12 no (Standard - 72"x26")	121.00	85.00	0.00	0.00	10,285.00
2 2007 - Carpentry - doors - Flush Door - 30mm - other - sft 20"x56" 2 no (Standard - 72"x26")	15.50	85.00	0.00	0.00	1,317.50
Total Order Value . . .					11,602.50

Rupees : Eleven Thousand Six Hundred Two and Paise Fifty Only.

Terms and Conditions :-**Specification /** Flush door size will be as mentioned with partial board filling with mango wood frame**Payment Terms** After delivery**Tax** GST included**Delivery Date** With 5 days**Delivery Location** Gulmohar Residency

Survey No 19, Mallapur, Hyderabad. Next to NFC Railway Over Bridge

Phone. Contact: Security _____, Admin 9502211011

Penalty For Delay Nil**Transportation** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for stock replenish 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.'For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Contact : -

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : ____/____/____

Requisition Form						
Company Name:		MODIREALTY MALLAPUR LLP		Date:	22.03.22	
Site & Phase:		GULMOHAR RESIDENCY		Time:	11:00	
Supplier				Req. No.	192986	
Material required before date:		urgent		ID No.	74883	
No	Description	Size	Quantity	Units	Inward No	Date
1.	Flush Doors	26"x56"	12	No's		
2.	Flush Doors	20"x56"	2	No's		
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Remarks: For B - blocks Electrical ducts and Lift doors fixing works Purpose at GMR Site.						
Prepared By		Madhan		Approved by		Ram prasad
Sign. & Date		22.03.22		Sign. & Date		22.03.22
Note:						

APPROVED BY
22 MAR 2022
R. Prasad

APPROVED
29 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

