E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/6/22	Prepared by	Deepa	Serial no.	5218
Supplier name	Mr. Yousuf Ali			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	1/3/22	PO/WO No.	86000	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	463	17/6/22	26,022/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,022/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:		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:	26,022/-
Amount E – PO / WO value:	25,488/-
Amount F – Difference (A – E):	534/-
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	27/6/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]	[signature]			
Date	20/6/22	21 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED

MINISH PARIKH

MANAGER

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.:	86000	PO date:	1/3/22	Req. no.:	192900	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 in progress, keep po open.							

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	6/5/22	M.Ramprasad	[illegible]	6/5/22

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
Vaiyalakshmi		12/5/22			

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

Purchase Order

 01-03-2022 11:52:52

86000
14.02.22 3:00:03

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			
Mr. Yousuf Ali	**Doc No**	86000	192900
#2-2-50/A/1, Rahat Nagar, Amberpet, Hyderabad - 500013	**Doc Date**	01-03-2022	
	Quote No	Nil	
GSTIN 36AFBPY8773N1ZE	**Quote Date**	19-07-2021	
9885864330	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Yousuf Ali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *Gypsum False Ceiling - Plain*	600.00	36.00	0.00	18.00	25,488.00
					Total Order Value . . .	**25,488.00**

Rupees : Twenty Five Thousand Four Hundred Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	After Delivery & Production of bill and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Gulmohar Residency 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 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C block 102.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 : 01/03/2022

Accepted the above Terms And Conditions

For *Mr. Yousuf Ali*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	MODIREALTY MALLAPUR LLP	Date:	28.02.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	14:55
Supplier	Yousuf ali	Req. No.	192900
Material required before date:	02.03.22	ID No.	74253

No	Description	Size	Quantity	Units	Inward No	Date
1.	False ceiling	Std	600	sft		
2.						
3						
4						
5	86000					
6						
7						

Plane falseceiling festival offer

Remarks: For c-block 102 flats false ceiling work purpose at GMR site. for Drawing & Dining rooms only

Prepared By	A.Janaki	Approved by	Ram prasad
Sign.& Date	28.02.22	Sign. & Date	28.02.22

Note:

APPROVED

28 FEB 2022

GSTIN : 36AFBPY 8773N1ZE

TAX INVOICE

Cell: 9885864330

YOUSUF ALI
INTERIORS

PVC PANNELS AND GI CHANNELS GYPSUM BOARD SUPPLIERS

SPL.IN GYPSUM FALSE CEILING, GYPSUM PARTITION, PVC CEILING, & ETC. ALL TYPES OF FALSE CEILING WORKS IS DONE

2-2-50/A/1, Rahath Nagar, Amberpet, Hyderabad, Telangana-13.

M/s. MODI Reality Mallapur LLP

Address: Mallapur

Phone:

GSTIN: 36AAEFM1459R1ZP

Invoice No. 423 Date: 17/06/2022

P.O. No. 86000 Date:

Vehicle No.

S.No.	PARTICULARS	HSN Code	Quanity	Rate	Amount
	Plane false ceiling work C-102				
1	Plane false ceiling	—	598	36	21528
2	Light Holes cutting	—	21	25	525

IN WARD No: 95663 Date: 17/6/22 Sign: SUMMIT SALES LLP R.R. DIST.

Total Amount Before Tax		22053=00
CGST %	9	1984=77
SGST %	9	1984=77
IGST %	—	—
Grand Total		26022=54

No Return
No Exchange

For YOUSUF ALI

Authorized Signatory

Idno : 69318

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

Sl. No. – site bills register	1214		Date - site bills Register		16/05/22.	
Company Name:	MRMLLP.		Site:		GMR	
Name of Contractor	Yousf Ali.					
Nature of work	False Ceiling work.					
Work done	From Date			To Date		
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	C-102- false	598	36	SFT	21,528.	
2.	Ceiling work-					
3.	Holes for LED	21	25	Nos.	525	
4.	lights					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:					22053.

Bill required	☑YES ☐NO.	GST bill required	☑YES ☐NO.
Measurement & estimate sheet:	☑Required ☐Not required	Measurement & estimate sheet:	☑Enclosed ☐Not enclosed
PO/WO no.	8600.	PO/WO date:	1-03-2022

Remarks :

False ceiling work done

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 17/5/22	Date: 18/5/22	Date: 20 MAY 2022
Sign:	Sign: Jayapal	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.