

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/05/22	Prepared by	Prabhaakar	Serial no.	- 4287
Supplier name	Leela Steel Rolling & Furnish	HO inward no.			
Firm/Company	MMRKL	Project	GHT	HO received date	
PO/WO date	21/1/22	PO/WO No.	85031	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.				☒ Yes ☐ No
2.	065	20/4/22	80,476-00	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 80,476-00

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
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 80,476-00

Amount E – PO / WO value: 80,476-00

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: 23/05/22

Remarks: Noc taken from account!

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		Prabhaakar			
Date					
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.

TAX INVOICE

Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: <i>meta & mod. Realty</i> <i>KOWKUR LLP</i> GST No. : <i>36ABLFM7631F123</i>	Invoice No. 065	Date : <i>20-4-2022</i>
	Delivery Note : <i>85031</i> <i>141154</i>	Made of Payment :
	Buyers Order No. :	Date : <i>25-4-2022</i>
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
①	Glass Balcony Railing. s.s. 10mm	7306	36	1100	39,600/-
②	Glass Balcony Railing. s.s. 10mm	7306	26	1100	28,600/-



GST No. : 36CRBPB0826R1ZO	Gross Value	68,200
Rupees in words: <i>Eight thousand</i> <i>for hundred seventy six</i> <i>hundred only/-</i>	Add CGST 9 %	6138
	Add SGST 9 %	6138
	Add IGST %	
Terms & Conditions	GRAND TOTAL	80476
1. Our risk and responsibility ceases on delivery of goods and we are not responsible for damages, shortages or theft in transit. 2. 27% Interest will be charged on bills remaining unpaid after due date 3. Payments within.....days.	For LEELA STEEL RAILING & FURNITURE <i>मोहनराम</i> Proprietor	

TAX INVOICE

Call: 874-2111 301-6022

M. S. LEBEL STEEL RAILING & FURNITURE

1 Main Office: 55-5111 1st Ave. New York, N.Y. 10001

Branch Office: 100-1111 1st Ave. New York, N.Y. 10001

Buyer: Mrs. M. S. LEBEL
 Address: 100-1111 1st Ave. New York, N.Y. 10001
 Date: 10-1-60
 Invoice No: 100-1111

QTY	UNIT	PRICE	AMOUNT
20	FEET	11.00	220.00
20	FEET	11.00	220.00



Grand Total: 440.00
 Tax: 22.00
 Total: 462.00

Signature: [Signature]
 Date: 10-1-60

Purchase Order

Page 1 of 1

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Original: Office Copy Purchase Div. Copy

From Company : **Mehta & Modi Realty Kowkur LLP**

5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003

G S T No. : 36ABLFM7631F1Z3

Supplier Details

Leela Steel Railing & Furniture

Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.

8125765219/7075802950

Doc No	85031	141154
Doc Date	31-01-2022	
Quote No	Nil	
Quote Date	03-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft 120 x 210 x 10mm thick glass - 03 nos	36.00	1,100.00	0.00	18.00	46,728.00
2 2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft 130 x 210 x 10mm thick glass - 02 nos	26.00	1,100.00	0.00	18.00	33,748.00
Total Order Value . . .					80,476.00

Rupees : Eighty Thousand Four Hundred Seventy Six 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 6 months.
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	To be delivered in a month to be delivered in parts as given by site through email and approved by purchase division.
Delivery Location	Greenwood Heights Sy no. 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Bill must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bill.
Transportation Cost	Included in the above price.
Warranty	5 years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 8,048/- 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 flat no. B-310,313,411,412,513 purpose. Ftg charges including in above price.
Completion Date	Work shall be completed in 4 days. Penalty of 5% of order value per week shall be levied for delay.
Measurement	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.

Books of accounts verified and no bills for this PO were received by accounts	
Name:	S. K. S. S. S.
Sign:	
Date:	Accepted the above Terms And Conditions
For Leela Steel Railing & Furniture	

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Name : _____

Date : _____

Requisition Form - Glass Balcony railing											
Company		MMR Kowkur Iip		Site & Phase		GHT					
Req. no.		141154		Req. Date		29-01-2022					
Material required before		02-02-2022		ID no.							
Prepared by:		A Suresh		Approved by (sign):							
Flat / Block no:		B 310, 313, 411&412&513									
Name of the supplier		Mohan Ram									
Type B2 1715 Sft 3BHK Order Value:		3.0									
Type B 1250ft 2BHK Order Value:		2.0									
S No.	Item Description	Units	Qty required for Type 1715 Sft 3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Qty required for Type 1715 Sft 3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No
1	Glass railing (12' .0 x 2'.10")X 3	Sft	12		12		3	-	-	36.0	
	Glass railing (13' .0 x 2'.10")X 2	Sft	13		13		2	-	-	26.0	
	Total									62.0	
Note : Please issue the work order											

INSTALLATION REPORT

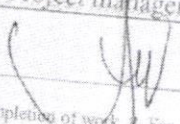
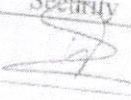
Company/ firm:	MMARK-LUP	Requisition nos.:	141154
Project:	GHT	PO no.:	85031
Supplier:	LEELA STEEL	Material type:	Glass Balcony railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	30/04/2022	03	Glass Balcony railing	12x3	36
2.	30/4/2022	02	Glass Balcony railing	13x2	26
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Remarks: Work Completed

Total: 62.0

Approved by	Project manager	Security	Admin (Audit)
			

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.

22 JUN 2022
PROJECT MANAGER

