PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 10/8/22 | Prepared by | Bhaskar | Serial no. | 7079 |
| Supplier name | Kosshna Steel Rolling and Fabrication | | | HO inward no. | |
| Firm/Company | MRMLLP | Project | AGH | HO received date | |
| PO/WO date | 10/5/21 | PO/WO No. | 79509 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 028 | 23/7/22 | 55,224-00 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | / | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 55,224-00 |
| 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 |
| Amount B –Other Credits : Transportation charges | — |
| Amount C –Other Debits : | — |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 55,224-00 |
| Amount E – PO / WO value: | 3,31,344.00. |
| Amount F – Difference (A – E): | 2,76,120-00 |
| 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 | 15/8/22 |
| Remarks: | Part Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | Bhaskar | | | |
| Sign: | | [signature] | | | |
| Date | | 10 AUG 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
10 AUG 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

Cell: 7416664533 **TAX INVOICE** Cell: 8125065219

# KRISHNA STEEL RAILING AND GLASS RAILING

**Mfg: All Kinds of Stainless Steel Railings, Furniture, Kitchen Tralleys 202, 304, 316 & All Interior Decorative Items**

1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.
steelkrishna53@gmail.com

Buyer MODI REALITY MALLAPUR LLP
5-4-187/3&3 II nd floor, Soham Mansion, MG Road, Secunderabad.

GSTIN 36AAEFM2459R1ZP

Invoice No. 028 Date: 23/7/22

Delivery Note : Mode of Payment

Buyers Order No. 79509 Date: 10-5-21

Dispatched Through

| Sl.No. | DESCRIPTION OF GOODS | HSN/ SAC | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| 1. | SS Balcony Glass Railing A-504, 505, 509, & 409, 203 & 207. | | 60 Rft | 780/- | 46,800/- |

SUMMIT SALES LLP R.R. DIST. IN WARD No. 97012 Date: 26/7 Sign:

INWARD MODI REALTY MALLAPUR LLP 23/7/22 Ward No 8878 Dt. MRN No Dt. Received By Jomar Sign 23/7/22

GSTIN : 36GZLPK9302R1ZG

Bank Details :

| | |
|---|---|
| GROSS VALUE | 46,800/- |
| Add CGST 9 % | 4212 |
| Add SGST 9 % | 4212 |
| Add IGST - % | - |
| GRAND TOTAL | 55224 |

Rupees in Words : Fifty five thousand two hundred and twenty four only

1. Our Risk and Responsibility Ceases on Delivery of Goods and we are not Responsible for Damages, Shortages or Theft in Transist.
2. 27% Intrest Will be Charged on Bills Remaining unpaid after due date
3. Payment within ------------------------------------ days

E.&O.E

FOR KRISHNA STEEL RAILING AND GLASS RAILING

Ashok Kumar

Authorised Signature

Cell: 7416564533 **TAX INVOICE** Cell: 8125065219

# KRISHNA STEEL RAILING AND GLASS RAILING

Mfg: All Kinds of Stainless Steel Railings, Furniture,
Kitchen Trolleys 202, 304, 316 & All Interior Decorative Items

1-5-321, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.
steelrailings53@gmail.com

| | |
|---|---|
| Buyer MODI REALTY MALLAPUR LLP | Invoice No. 023 Date: 23/7/21 |
| 5-4-187/3&4 II Floor, Soham | Delivery Note: Mode of Payment |
| Mansion, MG Road, Secunderabad. | Buyers Order No. 7957 Date: 10-5-21 |
| GSTIN 36AAEFM2454R1ZP | Dispatched Through |

| Sl.No. | DESCRIPTION OF GOODS | HSN/SAC | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| 1. | SS Balcony Glass Railing A-504, 505, 509 & 409, 202 & 207. | | 60 ft | 780/- | 46,800/- |

INWARD MODI REALTY MALLAPUR LLP 9838

SUMMIT SALES LLP R.R. DIST. IN WARD No. 3212 Date 26/7

| | | |
|---|---|---|
| GSTIN : 36GZLPK9302R1ZG | GROSS VALUE | 46,800/- |
| Bank Details : | Add CGST 9 % | 4212 |
| | Add SGST 9 % | 4212 |
| Rupees in Words : Fifty five thousand two hundred and twenty four only | Add IGST _ % | - |
| | GRAND TOTAL | 55224 |

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. Payment within ______ days

E.& O.E

FOR KRISHNA STEEL RAILING AND GLASS RAILING

Authorised Signature

# INSTALLATION REPORT

| | | | |
|---|---|---|---|
| Company/ firm: | MRMLLP | Requisition nos.: | 187226 |
| Project: | GMR | PO no.: | 79509 |
| Supplier: | Krishna Steel Railing | Material type: | SS Railing Glass |

Details of installation: G Glass Railing

| Sl. No. | Date of installation | Unit no. | Material details | Size | Qty |
|---|---|---|---|---|---|
| 1. | 10-5-22 | - | Glass Balcony Railing | 10' X 3' | 6 nos |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| | | | | Total: | 6 nos |

Remarks: All work Completed
'A' Block A-504 505, 509 409
203, 207

| Approved by | Project manager | Security | Admin (Audit) |
|---|---|---|---|
| | 23/07/22 | 23/7/22 | |

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.

HDFC BANK
We understand your world

MR. SRIKANTA JENA
3-1-117/64
CHANDRA NAGAR
MALLAPUR UPPAL
RANGA REDDY 500076
TELANGANA INDIA

JOINT HOLDERS :

Nomination : Registered

Account Branch : SECUNDERABAD
Address : USHA KIRAN COMPLEX, GR FLOOR
PARADISE CIRCLE
SAROJINI DEVI ROAD
City : SECUNDERABAD 500 003
State : TELANGANA
Phone no. : 040-61606161
OD Limit : 0.00
Currency : INR
Email :
Cust ID : 55050382
Account No : 50100042079049 PRIME
A/C Open Date : 09/04/2014
Account Status : Regular
RTGS/NEFT IFSC: HDFC0000042 MICR : 500240003
Branch Code : 42 Product Code : 105

From : 01/11/2021 To : 30/11/2021

## Statement of account

| Date | Narration | Chq./Ref.No. | Value Dt | Withdrawal Amt. | Deposit Amt. | Closing Balance |
|---|---|---|---|---|---|---|
| 01/11/21 | UPI-PRAVATI JENA-6371107851@AXL-UCBA0001 777-130532925966-PAYMENT FROM PHONE | 0000130532925966 | 01/11/21 | | 1,000.00 | 1,751.23 |
| 01/11/21 | UPI-SUSHANT JENA-JSUSHANT499@OKICICI-UCB A0001777-130508501693-UPI | 0000130508501693 | 01/11/21 | 1,500.00 | | 251.23 |
| 01/11/21 | UPI-PRAVATI JENA-6371107851@AXL-UCBA0001 777-130500577161-PAYMENT FROM PHONE | 0000130500577161 | 01/11/21 | | 5,000.00 | 5,251.23 |
| 01/11/21 | UPI-SURESH CHANDRA JENA-SURESH.JENA5@YBL -UCBA0001777-130553417184-PAYMENT FROM P HONE | 0000130553417184 | 01/11/21 | 600.00 | | 4,651.23 |
| 01/11/21 | UPI-XXXXXX4957-UCBA0001777-130510753448- UPI | 0000130510753448 | 01/11/21 | 2,000.00 | | 2,651.23 |
| 01/11/21 | UPI-XXXXXX4957-UCBA0001777-130511201527- UPI | 0000130511201527 | 01/11/21 | 1,000.00 | | 1,651.23 |
| 01/11/21 | UPI-BASANTA SAMAL-7735313399@YBL-FINO000 0001-130567509932-PAYMENT FROM PHONE | 0000130567509932 | 01/11/21 | 500.00 | | 1,151.23 |
| 01/11/21 | UPI-PRAVATI JENA-6371107851@AXL-UCBA0001 777-130501231914-PAYMENT FROM PHONE | 0000130501231914 | 01/11/21 | | 6,000.00 | 7,151.23 |
| 01/11/21 | UPI-SUSHANT JENA-JSUSHANT499@OKICICI-UCB A0001777-130520494151-UPI | 0000130520494151 | 01/11/21 | 3,300.00 | | 3,851.23 |
| 02/11/21 | UPI-PRADIPTA NAYAK-9937331604@OKBIZAXIS- UTIB0000000-130674710879-PAYMENT FROM PH ONE | 0000130674710879 | 02/11/21 | 60.00 | | 3,791.23 |
| 02/11/21 | NEFT CR-KKBK0000958-MODI REALTY MALLAPUR LLPRERA AC-SRIKANTH JENA-KKBK2130616749 71 | KKBK213061674971 | 02/11/21 | | 3,960.00 | 7,751.23 |
| 02/11/21 | NEFT CR-KKBK0000958-MODI REALTY MALLAPUR LLPRERA AC-SRIKANTH JENA-KKBK2130616749 95 | KKBK213061674995 | 02/11/21 | | 30,000.00 | 37,751.23 |
| 02/11/21 | UPI-SUSHANT JENA-JSUSHANT499@OKICICI-UCB A0001777-130625839668-UPI | 0000130625839668 | 02/11/21 | 3,000.00 | | 34,751.23 |

**FC BANK LIMITED**
sing balance includes funds earmarked for hold and uncleared funds
nts of this statement will be considered correct if no error is reported within 30 days of receipt of statement.The address on this statement is that on record with the Bank as at the day of requesting
atement.
**account branch GSTN:36AAACH2702H1Z1**
Bank GSTIN number details are available at https://www.hdfcbank.com/personal/making-payments/online-tax-payment/goods-and-service-tax.

Form for closure of purchase order

Ng

| 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. | 008 & 013 Scan. Id. No. 95311 |
| ☐ | All bills received against this PO. | | 96653 |
| ☐ | Advance paid against this PO. | Amount paid | |

Remarks by Accountants: bill. no 20 not received in books of Accounts

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 |
|---|---|---|
| | | |

# Purchase Order

 24-04-2022 1:42:36 PM

Original / Office Copy / Purchase Div.Copy

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**

Krishna Steel Railing & Glass Railing
#1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.

7416664533

| | | |
|---|---|---|
| **Doc No** | 79509 | 187226 |
| **Doc Date** | 16-08-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 03-04-2021 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. Ashok**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|---|
| 1 | 2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft<br>*10'0 x 3'0 x 10mm thick glass - 36 nos* | 360.00 | 780.00 | 0.00 | 18.00 | 331,344.00 |

**Total Order Value . . .** **331,344.00**

Rupees : Three Lakh(s) Thirty One Thousand Three Hundred Fourty Four Only.

bill's received 1,38,060
bills Pending 1,93,284

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. |
| 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 over 3 months to be delivered in parts as given by site through email and approved by purchase divison. |
| Delivery Location | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, Admin 9502211011 |
| Penality For Delay | Bill must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bill. |
| Transportation Cost | Extra. |
| Warranty | 5years replacement guarantee on all hardware installed. Hardware material should be branded. |
| Advance Paid | Rs. 33,134/- 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 forA-102to108,204,209,301to309,401to409,501to509. Fttg charges including in above price. |
| Completion Date | Work shall be completed in the month of September 2021. Penalty of 5% of order value per week shall be levied for delay. |
| Measurment | 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 at its rick and cost. |
| Remarks | Prices shall remain fixed(Subject to change in GST) for a period of 6months. |

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalaxmi
Sign:
Date: 3/6/22

6

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Krishna Steel Railing & Glass Railing*

Name : ____________

Name : ____________

Date : __/__/____