PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/09/22	Prepared by	Prabhakar	Serial no.	9033
Supplier name	M. Sudharshan			HO inward no.	
Firm/Company	NRM LLP	Project	GMR	HO received date	
PO/WO date	25/7/22	PO/WO No.	90343	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	197	23/8/22	12,272/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,272/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	Installation report	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:	12,272/-
Amount E – PO / WO value:	21,617.60/-
Amount F – Difference (A – E):	9,345/-
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	03/10/22
Remarks: part Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		27 SEP 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Modi Reality Mallapur LLP
5-4-187/3&4 II Floor MG Road Sec-bad

GST No 36AAEFM1459R1ZP

Bill No. 197 Date 23-8-22

D.C No. 15 Date :

Order No. 90343 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	UPVC Ventilators						
	2'-6 x 2'-0 x 4 NOS	3916		SFT 20-0	520=00	10400	00
	B Block 106						

Rupees In Words : Twelve thousand Two hundred Seventy Two only

SUB TOTAL				10400	00
SGST %	9			936	00
CGST %	9			936	00
IGST %					
GRAND TOTAL				12272	00

TERMS & CONDITIONS :

1. Goods once sold wiil not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP
IN WARD
No: 98187
Date: 23/8/24
Sign:
R.R. DIST.

For **M. SUDARSHAN**

Sudarshan

Signature

Purchase Order

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90343
14.07.22 12:47:29

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. M. Sudarshan H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc No**	90343	193454
	Doc Date	25-07-2022	
	Quote No	Nil	
	Quote Date	09-03-2022	
9849102251	**SupplyType**	Supply And Installation	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	766200 - WIND-Windows - UPVC-Ventilator top hung - - 750WX600Hmm - Nos *21/2'X2'-04 Nos*	20.00	520.00	0.00	18.00	12,272.00
2	811200 - WIND-Windows - Al-Sliding without mesh-- - 1800WX1200Hmm - Nos *6'x4'-01 No*	24.00	330.00	0.00	18.00	9,345.60
					Total Order Value . . .	**21,617.60**

Rupees : Twenty One Thousand Six Hundred Seventeen and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 09/03/2022.
Payment Terms	50% as advance & balance on delivery of materials and receipt of invoice.
Tax	All taxes included in above price.
Delivery Date	Within 25 days.
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 30days 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	1 year on workmanship.
Advance Paid	Rs.10,809/-Cheque Dt--01/08/22.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block Flat No-103,104,401,406 purpose.
Completion Date	Work to be completed within 10 working days. 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 MDs APPROVAL
☐ High ... limits.
☑ Po/Re... approved.
☐ Appro... clarification.
☐ Replenishing SSLLP stock
☐ Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	197	23/08/22	12272/-
2.			
3.			
4.			
5.			

For *Modi Reality Mallapur LLP*
Authorised Signatory

Name : 25/07/22

Contact : ..

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ______________

Date : __/__/____

Requisition Form

Company Name: MRM LLP

Site & Phase: GMR

Supplier:

Material required before date:

Date: 12-07-2022

Time: 10 15

Req No: 193454

ID No: 77951

S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	WIND7662-Windows-UPVC-Ventilator top hung --750WX600Hmm-Nos	2½' x 2'		4	4	520/-	
2	WIND8112-Windows-Al-Sliding without mesh---1800WX1200Hmm-Nos	6' x 4'		1	1	330/-	
3							
4							
5							
6							
7							
8							
9							
10							

RO / 90343

Remarks: For C Block site office and B-106 flat work purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	Madhan			
Approved By:	ram prasad			
Sign & Date:			12 JUL 2022	

APPROVED
12 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

INSTALLATION REPORT

Company firm		Requisition nos	[illegible]
Project	[illegible]	PO no.:	[illegible]
Supplier	[illegible]	Material type:	UPVC windows

Details of installation

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1	[illegible]		UPVC windows	[illegible]	4
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	4

Remarks: All works completed.
'B' Block 106

Approved by	Project manager	Security	Admin (Audit)
	17 AUG 2022	906	18/8/22

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.