PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	21/10/2022	Prepared by	Prabhakar	Serial no.	9748
Supplier name	Leela Steel Railing and Furniture			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	12/08/2022	PO/WO No.	90965	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	093	5/9/22	42,834/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	42,834
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:	42,834/-
Amount E – PO / WO value:	42,834/-
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	31/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature] APPROVED			
Date		21 OCT 2022 P. PRABHAKAR			
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.

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.: MODI Reality, MALLAPUR, SECUNDERABAD.	Invoice No. 093	Date :
	Delivery Note :	Made of Payment :
	Buyers Order No. : 90965	Date : 5 सितंबर 2022
GST No. : 36AAEFM1459R1ZP	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	STEEL Glass Balckency	7306	33	1100	36,300

SUMMIT SALES LLP R.R. DIST
IN WARD
No: 100507
Date: 19/10/22
Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value		36.300
Rupees in words: FOURTY TWO Thousand Eight Hundred Thirty Four Only/-	Add CGST	9 %	3267
	Add SGST	9 %	3267
	Add IGST	%	
	GRAND TOTAL		42834

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within..........days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

Purchase Order

 12-08-2022 12:22:52 PM

90965
29.07.22 12:09:37

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. Mohan Ram	**Doc No**	90965	193616
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	12-08-2022	
	Quote No	NIL	
	Quote Date	06-04-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	394500 - STEL-Steel - Glass Balcony Railing-Stainless steel- - 900Hmm - Rft *10mm toughend glass*	33.00	1,100.00	0.00	18.00	42,834.00
					Total Order Value . . .	**42,834.00**

Rupees : Fourty Two Thousand Eight Hundred Thirty Four 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 6months.
Payment Terms	50% as advance & balance 50% after delivery of all materials & 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	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	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 21,417/- to be pay vide cheque no. dt.22/08/2022.
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 B-Block 506,507,608,605,508 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 2days. 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.
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

12/08/22

Name : ____________

Contact : -

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name : ____________

Date : __/__/____

88128

Requisition Form

Company Name	MRMLLP		
Site & Phase	Gulmohar Residency	Date	10.08.22
Flat/Block no	B-Block flat no-602,603,604 Glass Balcony railing work purpose	Time	13:06
Supplier	Leela Steel Railing & Furniture		
Material required before date	14.08.2022	Req No	193618
		ID No	78801

S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL3945-Steel-Glass Balcony Railing-Stainless steel--900HMM-Rft	1,100/-	33	0	33		
2							
3							
4							
5							
6		PO 910965					
7							
8							
9							
10							

Remarks	B-Block flat no-602,603,604 Glass Balcony railing work purpose			
	Engineer	Project Manager	Purchase	MD
Prepared By	Rajasheker	Ram Prasad		
Approved By				
Sign & Date				

APPROVED
11 AUG 2022
MANISH PARIKH
MANAGER-PROCUREMENT

INSTALLATION REPORT

Company/ firm:	MRM cup	Requisition nos.:	193616
Project:	GMR	PO no.:	90965
Supplier:	Mr. Mohan Ram	Material type:	Glass Balcony Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	17/09/22		Glass Balcony	10 mm	900 sqft
2.			Railing		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	900

Remarks: All works completed

B block - 506, 507, 608, 605, 508

Approved by	Project manager	Security	Admin (Audit)
	19 OCT 2022		

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.