PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	21/10/22	Prepared by	Prabhakar	Serial no.	9745
Supplier name	Leela Steel Railing & Furniture			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	10/5/22	PO/WO No.	88128	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	094	10/5/22	64,900/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
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:	64,900/-
Amount E – PO / WO value:	64,900/-
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:		Bhaskar			
Sign:		APPROVED (signature)			
Date		21 OCT 2022			
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 LLP Secunderabad	Invoice No. 094	Date : 10.5.2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 88128	Date : 06-4-2022
GST No. : 36AAEFM1459R1ZP	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	Glass Balcony P.No. 101, 601. 505. 608. 605	7306	50	1100	55,000/-

SUMMIT SALES LLP R.R. DIST. IN WARD No: 100508 Date: 19/10/22 Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value		55,000/-
Rupees in words: Sixty Four Thousand Nine Hundred Only.	Add CGST	9 %	4950
	Add SGST	9 %	4950
	Add IGST	%	
	GRAND TOTAL		64900/-

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

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88128
27.04.22 12:24:12

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**	88128	193173
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	10-05-2022	
	Quote No	NIL	
GSTIN 36CRBPB0826R1Z0	**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	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *10'X3'x10mm Tough end glass-5 Nos*	50.00	1,100.00	0.00	18.00	64,900.00
					Total Order Value . . .	**64,900.00**

Rupees : Sixty Four Thousand Nine Hundred Only.

Terms and Conditions :-

Specification /	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	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 32,450/- to be pay vide cheque no. dt.16/05/2022.
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.'

APPROVED BY
11 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
☐ High value/quantity beyond limits.
☑ Po/Req processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : 10/05/2022

Name : ____________________

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date	06.05.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193173
Material required before date: 08.05.22		ID No.	76236

87097

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Glass balcony railing	10'x3'x10mm thick	5	No's		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

PO 88128

10x5=50 Rft

APPROVED
10 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For B-block 506,507,608,605,508 flats work purpose at GMR site .

Prepared By	Madhan	Approved by	Ram prasad
Sign & Date	06.05.22	Sign. & Date	

Note

APPROVED BY
05 MAY 2022
M. RAM PRASAD (G.M.R.)
Project Manager

INSTALLATION REPORT

Company/ firm:	MRM.UP	Requisition nos.:	193713
Project:	GMR	PO no.:	88128
Supplier:	Mr. Mohan Ram	Material type:	Glass Balcony Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	10/07/22		Glass Balcony Railing	10'x3'x10mm	5 No's
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	5 No's

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.