PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	3/12/22	Prepared by	Deepa	Serial no.	11137
Supplier name	veldi karunakar Reddy			HO inward no.	
Firm/Company	MMRK-Hp	Project	GHT	HO received date	
PO/WO date	30/8/22	PO/WO No.	91883	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	168	1/12/22	43,365	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	43,365/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report

MRN nos.:	Report attached	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:	43365/-
Amount E – PO / WO value:	68,145/-
Amount F – Difference (A – E):	24,780/-

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	12/12/22
Remarks:	Part bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	Venkatesh			
Sign:	D	APPROVED			
Date	2/12/22	02 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE			
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.

TAXABLE INVOICE

Ph : 9440407992

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

Seller GST No. **36AKGPR0150G1ZD**
State: Telangana State Code : 36.

Invoice No. 168
Invoice Date : 01/12/2022

Details of Receiver / Billed to. Mehta Modi Realty Kowkur LLP
Address: P.No. 91883
Buyer GST No.: 36ABLFM7631P1Z3 State.......... Code..........

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	cement fiber board		350	105	36750
					36750

SUMMIT SALES LLP R.R. DIST. IN WARD No: 102-119 Date: 2-12-22 Sign:

Total Amount	36750
Add CGST @ 9 %	3307.5
Add SGST @ 9 %	3307.5
Grand Total	43365

Rupees in words : fourty three thousand three sixty five only

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

V. Karunakar Reddy

Signature

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	142 192
Project:	GHT	PO no.:	91883
Supplier:	Karunakar Reddy	Material type:	cement fiber board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	15/9/2024	01	Cement Fiberboard	10'x6'	350
2.			Sera board		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	350.0 sft

Remarks: work Completed

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.

4 SEP 2022

A. SURESH

PROJECT MANAGER

Work Order

 13-09-2022 13:20:04

91883
01.09.22 11:05:43

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5000
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Karunakar Reddy	**Doc No**	91883	142192
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc Date**	30-08-2022	
	Quote No	Nil	
GSTIN 36AKGPR0150G1ZD NA	**Quote Date**	10-09-2022	
NA 9440407992	**SupplyType**	Supply	

Kind Attn : Mr. Karunakar Reddy

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	795700 - BUIL-Building Material - Cement Fiber Board-- - 150x3000mm - sft *6" wide x 10' length*	550.00	105.00	0.00	18.00	68,145.00
					Total Order Value . . .	**68,145.00**

Rupees : Sixty Eight Thousand One Hundred Fourty Five Only.

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs.34,073/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for for GHT site B-Block 1st floor corridor inside fixing work purpose.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
Measurment	Nil
Security	Nil
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
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

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

168 14/9/22 43,365

1k = 24,780/-

For **Mehta & Modi Realty Kowkur LLP**
Authorised Signatory
13/09/22
Name :

Name :

Accepted the above Terms And Conditions
For **Karunakar Reddy**
Date : __/__/____

Requisition Form

Company Name:	Mehta & Modi Realty Kowkur LLP	Date:	10-09-2022
Site & Phase :	GHT	Time:	14.12
Supplier	Karunaker Reddy	Req. No.	142192
Material required before date:		ID No.	79653

No	Description	Size	Quantity	Units	Inward No	Date
1	Sera board	10' x6''	550	Sft		
2						
3						
4						
5	Note: Please Issue the work Order - 91883					
6						
7			550	+187.		
8			544	105		
9						
10						

APPROVED
13 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - For GHT Site B Block IST floor corridor inside fixing work purpose (Note; work completed)

Prepared By	A Suresh	Approved by	
Sign.& Date	10-09-2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.