PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	14/12/22	Prepared by	Venkatesh	Serial no.	**11670**
Supplier name	Vidya Shankar V.			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	05/12/22	PO/WO No.	94674	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	112	10/12/22	42,639/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	42,639/-

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

MRN nos.:	Installation 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:	42,639
Amount E – PO / WO value:	42,639
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	19/12/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		[signature] APPROVED			
Date		14 DEC 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
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.

GSTIN:36AEKPV0495G1ZD Z2 **TAX INVOICE** Cell : 9246889529

VIDYA SHANKAR V.

INTERIORS

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.
E-mail : vidyashankar3256@gmail.com

M/s. : Modi Reality Mallapur LLP

Party GSTIN: 36AAEFM1459R1ZP

Invoice No. 112 Date 10/12/22

D.C. No. ______ Date ______

P.O. No. 94674 Date 05/12/2022

Despatch Through ______

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
	Towards G-Block flat no: 403 design false ceiling work done.		73 Sq.M	495	36,135	

INWARD
MODI REALTY MALLAPUR LLP
Ward No ______ Dt ______
MRN No ______ Dt 10/12/22
Received By ______ Sign. ______

SUMMIT SALES LLP
INWARD
No: 102421
Date: 10/12/22
Sign: ______
R.R. DIST.

Rupees In Words : forty two thousand six hundred thirty nine Rupees only.

TOTAL		36,135
SGST @	9 %	3,252
CGST @	9 %	3,252
IGST @	%	—
GRAND TOTAL		42,639

For **VIDYA SHANKAR V.**

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

Authorised Signature

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	1749-	Date - site bills Register	10/12/2022
Company Name:	MRMLLP	Site:	GMR.
Name of Contractor	Vidya Shankal.		
Nature of work	Design false ceiling. G-403		
Work done	From Date 10/11/2022	To Date	09/12/2022.

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Towards G-Block	73	495	Sq M	36,135	
2.	flat. no: G-403.					
3.	design falls					
4.	Ceiling work done.					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				36,135.	

Bill required	☑YES ☐NO.	GST bill required	☐YES ☐NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	94674.	PO/WO date:	05/12/2022

Remarks : All work done

SUMMIT SALES LLP
IN WARD
No: 102424
Date: 10/12/22
Sign:
R.R. DIST.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date:	Date:	Date:
Sign:	Sign:	Sign:

Note: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

Purchase Order

 05-12-2022 12:20:21

94674
29.11.22 5:43:09

/ Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, S
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Mr. V. Vidya Shankar	**Doc No**	94674	208339
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,	**Doc Date**	05-12-2022	
	Quote No	Nil	
GSTIN 36AEKPV0495G1Z2	**Quote Date**	05-12-2022	
9246889529	**SupplyType**	Supply	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - - sqm	73.00	495.00	0.00	18.00	42,639.30
					Total Order Value . . .	**42,639.30**

Rupees : Fourty Two Thousand Six Hundred Thirty Nine and Paise Thirty Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% asadvance
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30 days 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	One year on workmanship
Advance Paid	43,615/- vide cheque no_____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block flat no-403 purpose.
Completion Date	Work to be completed in 4days. 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	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Venu

Name : ____________________

Accepted the above Terms And Conditions

For ***Mr. V. Vidya Shankar***

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP						
Site & Phase :	Gulmohar Residency	Date:	23.11.2022				
Flat/Block no.	G-Block /403	Time:	12:00				
Supplier:	Vidyashanker						
Material required before date:	urgent	Req. No.	208339				
		ID No.	82148				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	BUIL1535-Building Material-Design False Ceiling-Gypsum---sqm 94674	73	0	73			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards G-Block flat.no 403 false ceiling work purpose.						
	Engineer	Project Manager Ram Prasad		Purchase		MD	
Prepared By:	Gosika Rajesh						
Approved By:							
Sign & Date:	23.11.2022						

APPROVED BY
23 NOV 2022
M RAM PRASAD (G.M.)
Project Manager

APPROVED
05 DEC 2022
R. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	MRMLLP.	Requisition nos.:	208339.
Project:	GMR.	PO no.:	94674.
Supplier:	V. Vidya Shankar.	Material type:	Design false ceiling system.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	10/12/2022		Design false ceiling	Sft	73. Sq.M.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	73. Sq.M.

Remarks: All works are completed.

INWARD
MODI REALTY MALLAPUR LLP
Ward No: ______ Dt: 10/12/2022
MRN No:

APPROVED BY

Approved by	Project manager	Security	Admin (Audit)
	13-12-2022		

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.

SUMMIT SALES LLP
IN WARD
No: 91030
Date: 13/12
Sign:
R.R. DIST.