PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/01/2023	Prepared by	Venkatesh	Serial no.	13157
Supplier name	Veldi Karunakar Reddy			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	03/12/22	PO/WO No.	83164	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	183	30/12/22	1,23,900/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,23,900/-
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:	1,23,900
Amount E – PO / WO value:	1,23,900
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	28/01/2023
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venk			
Sign:		APPROVED			
Date		13 JAN 2023			
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.

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. 183
Invoice Date : 30/12/2022

Details of Receiver / Billed to. Modi Reality mallapur LLP

Address: P.No. 83164

Buyer GST No.: 36 AAEFM1459R1ZP State Code

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Cement fiberboar		1000	105	105000

SUMMIT SALES LLP R.R. DIST. IN WARD No. 102428 Date: 30/12/22 Sign:

Total Amount	105000
Add CGST @ 9 %	9450
Add SGST @ 9 %	9450
Grand Total	123900

Rupees in words : one lakh tewent three thousand nine hundred only

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

V. Karunakar Reddy

Signature

INSTALLATION REPORT

Company/ firm:	MLMLLP	Requisition nos.:	187954 -
Project:	GMR	PO no.:	83164
Supplier:	Karukar Addy	Material type:	Cera Board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	3/12/2022	1	Cera Board (A-block)	~~400~~ std	1000 sft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	1000 sft

Remarks: All Works Completed.

	Project manager	Security	Admin (Audit)
Approved by	APPROVED BY Ram prasad. 30 DEC 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.

MRN No: ______ 30/12/22

Received By: [signature]

Purchase Order

 30-12-2022 16:22:08 Original / Office Copy / Purchase Div.Copy

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			
Karunakar Reddy 8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc No**	83164	187954
	Doc Date	03-12-2021	
	Quote No	Nil	
GSTIN 36AKGPR0150G1ZD NA	**Quote Date**	22-10-2018	
NA 9440407992	**SupplyType**	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	1,000.00	105.00	0.00	18.00	123,900.00
				Total Order Value . . .		**123,900.00**

Rupees : One Lakh(s) Twenty Three Thousand Nine Hundred 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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 61,950/- 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 A block 1 & 9 plumbing duct work purpose.
Completion Date	Work shall be completed within 4 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Vijayalaxmi
Sign:
Date: 13/1/23

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : 12/1/23

Accepted the above Terms And Conditions

For *Karunakar Reddy*

Name : ______________________

Date : __/__/____

FrRequisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	20.08.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	10:31
Supplier		Req. No.	187954
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	Cement Fiber Board	-	1000	Sft		
2						
3.						
4.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: Towards A-Block External cera board work purpose

Prepared By	Rahul.T	Approved by	M.Ram prasad
Sign.& Date	20.08.22	Sign. & Date	

Note:

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

APPROVED
12 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE