PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/1/23	Prepared by	Deepa	Serial no.	13561
Supplier name	veldi karunekar Reddy			HO inward no.	
Firm/Company	MMRK-Hp	Project	GHT	HO received date	
PO/WO date	13/12/22	PO/WO No.	2022121300?	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	186	20/1/23	86995/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	86995/-
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:	86995/-
Amount E – PO / WO value:	86995
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	30/1/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	Veer			
Sign:	[signature]	APPROVED 23 JAN 2023 P. VENKATESHWARLU MANAGER			
Date	21/1/23				
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. 186
Invoice Date : 20/01/2023

Details of Receiver / Billed to. Mehta Modi Realty Kowkur LLP
P.No. 20221213003
Address:
Buyer GST No.: 36ABLFM7631F1Z3 State Code

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Cement fiber 60		70	1183.60	82,852

SUMMIT SALES LLP
IN WARD
No: 16447
Date: 21/1/23
Sign.
R.R. DIST.

Total Amount	82,852
Add CGST @ 2.5 %	2071
Add SGST @ 2.5 %	2071
Grand Total	86995

Rupees in words : Eighty six thousand nine hundred ninety four 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.:	20221204003
Project:	GHT	PO no.:	20221213003
Supplier:	Karunaker Reddy	Material type:	CERA BOARD

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	20/12/2022		CERA BOARD	150mm	70
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					70
				Total:	

Remarks: Work Completed in corrider areas & Library & lift Back Side duct area

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.

19 JAN 2023
A. SURESH
PROJECT MANAGER

Purchase Order

Original

From Company:	Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABLFM7631F1Z3	Delivery Location:	Greenwood Heights Sy.No. 196, Kowkur, Bollarum Hyderabad,Telangana,500010 A.Suresh,9502232100

Supplier Details				
Karunakar Reddy ,, GSTIN:36AKGPR0150G1ZD Mr. Karunakar Reddy,9440407992	PO No	20221213003	Quote No	NIL
	PO Date	13 Dec 2022	Quote Date	13 Dec 2022
	Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
		6.5				IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	BUIL2825-Building Material-Wall Cladding-Cera Board-150mm-sqm	70.00	1,183.60	0%	82,852	0%	2.5%	2.5%	0	2,071	2,071	86,995
								Total Amount ...	0	2,071	2,071	86,995
Rupees in words : Eighty Six Thousands Nine Hundred And Ninety Four .six PaiseOnly.												

Terms and Conditions:-

13/12/22 11:11:57 AM

Original

Additional Specifications	Inclusive of GST and other taxes.
Tax :	Within 2 TO 3 days of PO
Delivery Date :	As given above.
Delivery Location :	By Vendor or Purchaser
Transport:	50 % of PO value.
Advance Paid :	50% Advance and Balance on submission of bills.
Payment Terms :	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Bill submission:	Nill.
Other Terms:	Payment shall be made on quantity delivered at site.

For Mehta & Modi Realty Kowkur LLP	Accepted the above Terms And Conditions For Karunakar Reddy
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-

APPROVED
13 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

13/12/22 11:11:57 AM

Requisition Form

Company Name	Mehta & Modi Realty Kowkur LLP	Date	07 Dec 2022
Site Or Phase	Greenwood Heights	Time	02:16:44
Flat/Villa/Other	club house	Req.No.	142439_
Material required before date		ID No	20221207003

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BUIL2825-Building Material-Wall Cladding-Cera Board-150mm-sqm	6*8 70.00	0	6.8 70.00	119.00		

Remarks: Issue the work order Karunaker reddy work already completed

sst 110 + 18% = 118.3.

Prepared By :- Suresh A.

Sign:-

Date :- 07 Dec 2022

APPROVED

13 DEC 2022

MINISH PARIKH

MANAGER PROCUREMENT

Approved By:-

Sign:-

Date:-

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

50%.

Karunakar Reddy