

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. 20221213003		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	V. S. R.			
Sign:					
Date	21/1/23	23 JAN 2023			
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.

INSTALLATION REPORT

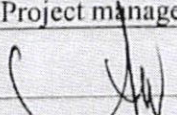
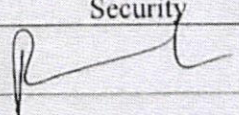
Company/ firm:	MMBK-LIP	Requisition nos.:	20221207003
Project:	GHT	PO no.:	20221213003
Supplier:	Karunaker Reddy	Material type:	CERA BOARD

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	2012/2024		CERA BOARD	150mm	70
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					70

Total:

Remarks: Work completed in Corridor 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

Original

Terms and Conditions:-

Purchase Order

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:	Null.
Other Terms:	Payment shall be made on quantity delivered at site.

For Mehta & Modi Realty Kowkur LLP

Authorised Signatory

APPROVED

Name :-

13 DEC 2022

Sign:-

MINISH PARIKH
MANAGER PROCUREMENT

Date :-

Date :-

Accepted the above Terms And Conditions
For Karunakar Reddy

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

Prepared By :- Suresh A.

Sign:-

Date :- 07 Dec 2022

APPROVED

13 DEC 2022

MINISH PARIKH
MANAGER PROCUREMENT

Approved By:-

Sign:-

Date:-

588 110 + 18.1. = 51183.

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

501.

Karunaker reddy