

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		01/01/23		Prepared by	Venkat	Serial no.	13998
Supplier name		Balaji Ply wood & Hardware				HO inward no.	
Firm/Company		MRMLUP		Project	GMR	HO received date	
PO/WO date		10/01/23		PO/WO No.	20230110002	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	1666		01/01/23		70,086.20	☐ Yes ☐ No	
2.					—	☐ Yes ☐ No	
3.					—	☐ Yes ☐ No	
4.					—	☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						70,086.20	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	Installation Report				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:						70,086.20	
Amount E – PO / WO value:						70,086.20	
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				06/01/23			
Remarks: Final bill							
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager		
Name:		Venkat					
Sign:		02 FEB 2023					
Date							
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.

BALAJI PLYWOOD & HARDWARE

Dealers in all kinds of :
Plywood Laminates, Fancy Hardware, Mdf & Venners

3/A, Beside Sindhura Hotel, Sagar Road, Karmanghat 'X' Road, Hyderabad-500 079.T.S.

Bill To: MODI Realty Mallapur LLP
5-4-187/396, II floor Soham Mallon
M.G. Road, Karmanghat
GSTIN: 36AAEPM2459R12P
PAN:
State: Telangana State Code: 500003

Invoice No: 1666 Date: 01/02/23
P.O.No: 20230110002 Date: 10-1-23
Transport Name:
L.R.No/D.C.No: PS08FN4108 Date:
Ship To:

S. No.	PARTICULARS	HSN CODE	QTY.	RATE	AMOUNT Rs. Ps.
1	False ceiling Designer Cyp Plaster 602		120	494	59395.
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

INWARD
MODI REALTY MALLAPUR LLP
Ward No: 144-82 DOA/2/23
MRN NO: DL
Received By: Sign: [Signature]



Please pay by A/C payee cheque in favour of BALAJI PLYWOOD & HARDWARE

TOTAL 59395

Rupees in words: Seventy thousand Eighty Six
three Four paise only.

CGST @ (9) % 5346
SGST @ (9) % 5346
IGST @ (-) % -

Goods once sold will not be taken back.
Interest @ 2.5% p.m. or part there of will be charged after 30 days.

G.TOTAL : 70,086/-

Balaji Plywood & Hardware

INSTALLATION REPORT

Company/ firm:	M RMLLP	Requisition nos.:	20230109009
Project:	GMR	PO no.:	20230110002
Supplier:	Balaji Plywood	Material type:	False ceiling

Details of installation: hardware

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	1-2-22	-	Designo false ceiling	-	120 sqm
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 120 sqm

Remarks: All work completed

D-Block Flat no: 601

Word No: 11182 Date: 11/2/23

Approved by	Project manager	Security	Admin (Audit)
	31 JAN 2023		

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.

Purchase Order

Original

From Company:

Modi Realty Mallapur LLP
5-4-187/3&4, IInd Floor Soham Mansion M.G.Road
Secunderabad, TELANGANA, 500003
GSTNO:36AAEFM1459R1ZP

Delivery Location: Gulmohar Residency

Survey No 19, Mallapur, Hyderabad. Next to NFC Rai
Hyderabad, Telangana, 500076
Ramprasad, 9502211011

Supplier Details

Balaji Plywood & Hardware
Karmanghat X Road
Hyderabad, TG, 500079
GSTIN:36FJMS1595G1ZK
9494656757

PO No	20230110002	Quote No	Nil
PO Date	10 Jan 2023	Quote Date	12 Jan 2023
Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount	
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT		
1	BUIL 1535-Building Material-False Ceiling Designer-Gyp---sqm	120.00	494.96	0%	59,395	0%	9%	9%	0	5,346	5,346	70,086	
Total Amount ...										0	5,346	5,346	70,086
Rupees in words : Seventy Thousands Eighty Six .three Four PaiseOnly.													

Terms and Conditions:-

Purchase Order

Original

Additional Specifications

Tax :

Inclusive of GST.

Delivery Date :

Next day of PO

Delivery Location :

As given above.

Transport:

By Vendor.

Advance Paid :

35,043/- 50% of PO value.

Payment Terms :

50% Advance Balance After delivery and on submission of bills.

Bill submission:

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.

Other Terms:

For D -Block ,Flat No.601

Payment shall be made on quantity delivered at site.

For Modi Realty Mallapur LLP

Authorised Signatory

Name :-

APPROVED
12 JAN 2023

Sign:-

Date :-

P. VENKATREDDY
MANAGER

Accepted the above Terms And Conditions

For Balaji Plywood & Hardware

Date :-

Requisition Form

Company Name	Modi Realty Mallapur LLP	Date	09 Jan 2023
Site Or Phase	Gulmohar Residency	Time	01:03:51
Flat/Villa/Other	D-601	Req.No.	208723
Material required before date		ID No	20230109009

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BULL1535-Building Material-False Ceiling Designer-Gyp---sqm	120.00	0	120.00	521.00		

Remarks: 6th floor (balaji plywood & hardware) Supplier

Prepared By :- Sai Kumar P

Sign:-

Date :- 09 Jan 2023



Approved By:-

Sign:-

Date:-

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