

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		02/02/23		Prepared by	Venkatesh	Serial no.	13337
Supplier name		Balaji Plywood & Hardware				HO inward no.	
Firm/Company		MR4 LLP		Project	GMR	HO received date	
PO/WO date		09/01/23		PO/WO No.	20230109008	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	1669		01/01/23		54850.20	☐ Yes ☐ No	
2.					—	☐ Yes ☐ No	
3.					—	☐ Yes ☐ No	
4.					—	☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						54850.20	
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:						54850.20	
Amount E – PO / WO value:						54850.20	
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				06/04/23			
Remarks: Find B14							
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:		V. S. S.					
Sign:							
Date		02 FEB 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:	MRMLLP	Requisition nos.:	20230109004
Project:	GMR	PO no.:	20230109008
Supplier:	Balaji Plywood	Material type:	False ceiling

Details of installation: 5 Hardware

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	1-2-23	-	False ceiling Plain	-	120 sqm
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					120 sqm

Remarks: All work completed
D. Brock Plate! - 604

Approved by	Project manager	Security	Admin (Audit)
	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
	31 JAN 2024		

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, 1Ind FloorSoham MansionM.G.Road Secunderabad, TELANGANA,500003 GSTNO:36AAEFMI459R1ZP	Delivery Location: Gulmohar Residency Survey No 19, Mallapur, Hyderabad, Next to NFC Rai Hyderabad, Telangana,500076 Ramprasad,95022110111
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Supplier Details							
Balaji Plywood & Hardware Karnanghat X Road Hyderabad, TG, 500079 GSTIN:36FJMS1595G1ZK ,9494656757				PO No	20230109008	Quote No	Nil
				PO Date	09 Jan 2023	Quote Date	12 Jan 2023
				Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				IGST AMT	CGST AMT	SGST AMT	Amount
1	BULLI521-Building Material-False Ceiling Plain-Gyp---sqm	120.00	387.36	0%	46,483	IGST%	CGST%	SGST%		0	4,183	4,183	54,850
Total Amount ...										0	4,183	4,183	54,850

Rupees in words : Fifty Four Thousands Eight Hundred And Fifty .one Eight 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 :

27,425/- 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.604

Payment shall be made on quantity delivered at site.

For Modi Realty Mallapur LLP

Authorised Signatory

Name :-

V K W

Sign:-

Date :-



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	11:49:36
Flat/Villa/Other	D-block flat no. 604	Req.No.	208718
Material required before date		ID No	20230109004

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BULL 1521-Building Material-False Ceiling Plain-Gyp---sqm	120.00	0	120.00	42.00		

Remarks: Supplier : Balaji plywood and hardware

Prepared By :- Rahul Talla

Sign:-

Date :- 09 Jan 2023

APPROVED
09 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Approved By:-

Sign:-

Date:-

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

TAX INVOICE**BALAJI PLYWOOD & HARDWARE**

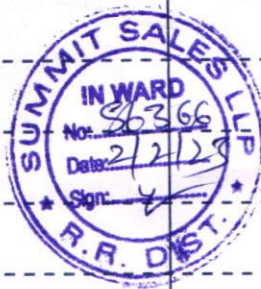
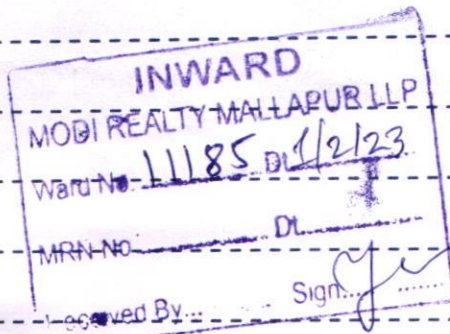
Dealers in all kinds of :

Plywood Laminates, Fancy Hardware, Mdf & Venners

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

Bill To: <u>Modi Realty Mallapur LLP</u>	Invoice No: <u>1669</u>	Date: <u>01/01/23</u>
<u>5-4-187/354 IInd floor Soham Mallapur M.G. Road</u>	P.O.No. <u>20230109008</u>	Date: <u>9-1-23</u>
GSTIN: <u>36AAEFM1459R12P</u>	Transport Name: _____	
PAN: _____	L.R.No/D.C.No. <u>PS08AN4108</u>	Date: _____
State: <u>Telangana</u>	State Code: <u>500003</u>	Ship To: _____

S. No.	PARTICULARS	HSN CODE	QTY.	RATE	AMOUNT Rs. Ps.
1	False ceiling Plain cyl Plate:- 604		120	387	46483
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



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

TOTAL 46483

Rupees in words: Fifty four thousands Eight
hundred and fifty one eight
false only.

CGST @ (9)% 4183

SGST @ (9)% 4183

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 : 54850/-**Balaji Plywood & Hardware**

Receiver's Signature

E. & O.E.

Authorised Signatory