PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/02/23	Prepared by	Venkatesh	Serial no.	13997
Supplier name	Balaji Plywood & Hardware			HO inward no.	
Firm/Company	MRH 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	01/02/23	54850 = 00	□ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	54850 = 00
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 = 00
Amount E – PO / WO value:	54850 = 00
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	06/02/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venkatesh			
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.:	202301009004
Project:	GMR	PO no.:	202301009008
Supplier:	Balaji Plywood & Hardware	Material type:	False ceiling

Details of installation:

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 Block Flatno!- 604

11185 2/2/23

	Project manager	Security	Admin (Audit)
Approved by	For Raj APPROVED BY 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 FloorSoham MansionM.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	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%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	BUIL1521-Building Material-False Ceiling Plain-Gyp---sqm	120.00	387.36	0%	46,483	0%	9%	9%	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:-

12/01/23 10:59:35 AM

Original

Additional Specifications	Inclusive of GST.
Tax :	Next day of PO
Delivery Date :	As given above.
Delivery Location :	By Vendor
Transport:	27,425/- 50 % of PO value.
Advance Paid :	50% Advance Balance After delivery and 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:	For D-Block Flat no.604
Other Terms:	Payment shall be made on quantity delivered at site.

For Modi Realty Mallapur LLP

Accepted the above Terms And Conditions
For Balaji Plywood & Hardware

Authorised Signatory

APPROVED
12 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Name :- Venu

Sign:-

Date :-

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	BUIL1521-Building Material-False Ceiling Plain-Gyp---sqm	120.00	0	120.00	42.00		

Remarks: Supplier : Balaji plywood and hardware

APPROVED
09 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Prepared By :- Rahul Talla

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

GSTIN: 36FJMPS1595G1ZK

Subject to Hyderabad Jurisdiction

Cell: +91-95733 56201
Cell: +91-77021 97382

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: Modi Realty Mallapur LLP
5-4-187/3&4 IInd floor Soham Mansion M.G. Road

GSTIN: 36AAEFM1459R1ZP

PAN:

State: Telangana State Code: 500003

Invoice No. 1669 Date: 04/02/23

P.O.No. 20230109008 Date: 9-1-23

Transport Name:

L.R.No/D.C.No. TS08FN4108 Date:

Ship To:

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

INWARD
MODI REALTY MALLAPUR LLP
Ward No- 11185 Dt. 1/2/23
MRN No. Dt.
Received By Sign

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 86366
Date: 2/2/23
Sign:

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

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

TOTAL	46483
CGST @(9)%	4183
SGST @(9)%	4183
IGST @(-)%	-
G.TOTAL :	54850/-

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

Balaji Plywood & Hardware

Receiver's Signature

E.& O.E.

Authorised Signatory