

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06-02-23		Prepared by: V. RAVI		Serial no.	
Supplier name: Cemex centra				HO inward no.	
Firm/Company: MPPL		Project: MPL		HO received date	
PO/WO date: 09-09-20		PO/WO No: 70270		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	103	30/10/20	109,800/-	☒ Yes ☐ No
2.	/		/	☐ Yes ☐ No
3.	/		/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			109,800/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☒ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 84664 to 84997.	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:			109,800/-
Amount E – PO / WO value:			129,600/-
Amount F – Difference (A – E):			(-) 19,800/-
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		08/02/23.	
Remarks: find bill and the above bill processing through certified copy due to earlier original bill misplaced & purchased.			

Approved by: <i>for</i>	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	<i>[Signature]</i>				
Date	06-02-23				
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	70270	PO date:	09/09/2020	Req. no.:	11935
MRN nos. related to PO		84664, 84665, 84666, 84667, 84668, 84997.			
☒	Part material received.				
☒	Full material received.				
☐	Material not received.				
☒	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
N. D. Singh	[Signature]	30/12/22		[Signature]	
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☒	Bills not received against this PO.				
☐	Part bill received against this PO.	Bill nos.			
☐	All bills received against this PO.				
☐	Advance paid against this PO.	Amount paid			
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
SANGEETHA	[Signature]	3/1/23			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SSLP for material supplied.				
☒	Get proof of delivery from site.				
☒	Barcoded PO missing – get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO	☐	Keep PO open. Material awaited		
☒	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☒	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☒	E&D to check receipt of bill and enter comments below.				
☒	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by					
Sign					

APPROVED BY
- 6 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 2

31/12/2022 09:57:26

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
CEMEX INFRA Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301 GSTIN 36AANFC3197R1ZJ 8367099999 9848210686	Doc No	70270	11935
	Doc Date	09-09-2020	
	Quote No	NIL	
	Quote Date	09-09-2020	
	SupplyType	Supply	

Kind Attn : G.Surendar Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. M-20	36.00	3,600.00	0.00	0.00	129,600.00
Total Order Value . . .					129,600.00
Rupees : One Lakh(s) Twenty Nine Thousand Six Hundred Only.					

Terms and Conditions :-

Specification /	Concrete mix shall be of 'Cemex' Ready Mix Concrete.
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	Including GST in above prices
Delivery Date	As per request of Project Manager
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Bills must be submitted to H.O. within 30days of supply of material.10% pty on value of order will be deducted in delay submission of bills.
Transportation	Included in the above price
Warranty	Nil

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **CEMEX INFRA**

Name : _____

Name : _____

Date : __/__/__

** Duplicate **

RMC pour report

Company/ firm:	Modi properties pvt ltd	Project:	May Flower Platinum	A. Estimated quantity:	36cum
Flat / Villa no.:	-	Block No.:	A block	B. Requisition quantity:	36cum
Slab no.:	For main gate cc road concrete use purpose	PO Nos.	70270	C. Actual quantity poured:	30.5cum
Requisition nos.:	11935	Supplier:	Cemex infra	D. Difference (C-A):	-5.5
Sign of security	Nizara	Sign of Admin	Swarup . K	Sign of Project manager	<i>[Signature]</i>
Date	31/12/2020	Date	31/12/20	Date	31/12/2020

Details of RMC pour

Sl. No	Date	Time	Quantity poured	Dc No. / Batch no.	Specified weight (@ 2,400 kgs per meter cube	Measured weight (kgs)	Short fall in weight in kgs	Inward no.	MRN No.
1.	30.10.2020	10:10	6cum	3956	14400	14460		14471	84664
2.	30.10.2020	10:30	6cum	3957	14400	14480		14472	84665
3.	30.10.2020	10:40	6cum	3958	14400	14600		14473	84666
4.	30.10.2020	13:15	6cum	3965	14400	14760		14474	84667
5.	30.10.2020	15:35	03cum	3970	7200	7000	200	14475	84668
6.	06.11.2020	11:15	3.5cum	4022	8400	8600		14555	84997
7.									
8.									
9.									
10.									
11.									
12.									
Total			30.5cum		73200cum	73000kgs	200kgs		

GENERAL MATERIAL

Inward No.	Date	Time	Supplier	Item Category	Item Desc.
14410	30.10.20	10:03	Rajdhani Tiles Co.	① Shabad Stone	
			P.O. 211864		
14411	"	10:00	Comex Infra	① Ready mix concrete	
14412	"	10:30	Comex Infra	① Ready mix concrete	
14413	"	10:40	Comex Infra	① Ready mix concrete	
14414	"	13:15	Comex Infra	① Ready mix concrete	
14415	"	15:35	Comex Infra	① Ready mix concrete	
14416	"	16:06	Sai Rama Flyash Bricks	① Solid Bricks	
			P.O. 211640		
14417	"	17:45	Summit Sales LLP	① Spacers ② Gunny Bag	
			P.O. 211311		
14418	"	"	Summit Sales LLP	① Blue Sheet	
			P.O. 211504		
14419	"	"	Summit Sales LLP	① Tilt Grout ② Tilt Grout ③ Janda Pasta	
			P.O. 211619		
14420	"	"	Summit Sales LLP	① CPVC Elbow ② " Coupling ③ " End Cap ④ " Salitions ⑤ " Reducer Elbow ⑥ " Tee ⑦ " Ball Valve	
			P.O. 211608		

Item Size	Quantity	Units	D.C.No	Vehicle No.	Delivered by
2x2	1000	SFT	316	TS10UC	Party
				A885	
M.20	06	60PS	3956	TS08UC	Party
				5548	
M.20	06	"	3957	TS08UC	"
				5533	
M.20	06	"	3958	TS08UC	"
				5535	
M.20	06	"	3965	TS08UC	"
				5532	
M.20	03	"	3970	TS08UC	Party
				5535	
4x8x16	900	mcs	1659	Party	Party
			AP234	AP234	Nice
			5562	5562	
24x18	4390	SFT	11828	"	"
1kg	20	PKT	11830	"	"
1kg	05	"	"	"	"
	10	mcs			
3/4	100	mcs	11832	"	"
3/4	20	"			
3/4	60	"			
1/2	10	"			
3/4x1/2	120	"			
5"	04	"			
	10	"			

Tax Invoice

CEMEX INFRA Sy.No 312 Rampally Vill Keesara Mdl, Medchal Dist-501 301 Phone No:8367099999 GSTIN/UIN: 36AANFC3197R1ZJ State Name : Telangana, Code : 36 E-Mail : cemexinfra9@gmail.com Buyer Modi Properties Pvt.Ltd 5-4-187/3 & 4, IIInd Floor, M.G. Road, Secunderabad-500003 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Invoice No.	Dated
	103	30-Oct-2020
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
	3956 to 3970 and 4022	
	Buyer's Order No.	Dated
	70270 11935	9-Sep-2020
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Pump Ready Mix Concrete	38245010	30.50 cum	3,050.85	cum	93,050.93
	SGST			9 %		8,374.58
	CGST			9 %		8,374.58
	<i>Less :</i> Round Off					(-)0.09
	Total		30.50 cum			Rs 1,09,800.00

Amount Chargeable (in words)

E. & O.E

INR One Lakh Nine Thousand Eight Hundred Only

Company's Bank Details

Bank Name : UNION BANK OF INDIA

A/c No. : 261611100001529

Branch & IFS Code : **RAMPALLE & UBIN0826162**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for CEMEX INFRA

Authorised Signatory

This is a Computer Generated Invoice

