PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14663
Supplier name	Cemex Infra			HO inward no.	
Firm/Company	HRMLLP	Project	G.M.R	HO received date	
PO/WO date	17/2/21	PO/WO No.	74889	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	228	31/03/21	42,000/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	42,000/-
Proof of delivery by way of: □ DCs/bill □ Steel report ☑ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	42,000/-
Amount E – PO / WO value:	~~216~~ 261,600/-
Amount F – Difference (A – E):	219,600/-
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	17/2/23
Remarks: final bill and original bill missing, so through certified true copy we are processing this bill	

Approved by for	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V.RAVI				
Sign:	R.				
Date	15/02/23				
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.

MODI PROPERTIES PVT. LTD.
INWARD
No. 8330
Date 15/2/23
Sign.
SEC'BAD

Data required from site/engineers:							
PO no.:	74889	PO date:	17/02/21	Req. no.:	68760	Advice Scan ID	
MRN nos. related to PO							

☑	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:
part material received close the PO.

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
Basaveshwar		30/11/22	Ramprasad		30/11/22

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: Bill Not Received

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
Krishnaveni	KJ	16/12/22			

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP 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	Date

APPROVED BY
- 9 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

 29-11-2022 15:43:45 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
CEMEX INFRA Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301	**Doc No**	74889	68760
	Doc Date	17-02-2021	
	Quote No	NIL	
GSTIN 36AANFC3197R1ZJ	**Quote Date**	17-02-2021	
8367099999 9848210686	**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-25*	61.00	3,600.00	0.00	0.00	219,600.00
2	1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. *M-20*	12.00	3,500.00	0.00	0.00	42,000.00
					Total Order Value . . .	**261,600.00**

Rupees : Two Lakh(s) Sixty One 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	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30days of suppy of material.10% plty on value of order will be deducted in delay submission of bills.
Transportation	Included in the above price
Warranty	Nil
Advance Paid	Nil
Other Terms	Final payment as per actual qty supplied as per batch sheet. Batch sheet/ report to be sent. Above order for C-Block Raft&Footings Concrete work Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133.

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *CEMEX INFRA*

Name : ____________________

Name : ____________________

Date : __/__/____

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	Modi Reality Mallapur LLP		Block No.:	C- block
Project:	Gulmohar Residency		Flat / Villa no.:	Raft footings concrete work purpose.
Supplier:	CEMEX INFRA		Slab no.:	-
Requisition nos.:	68760		A. Estimated quantity:	12M3(M20)
PO nos.:	74889		B. Requisition quantity:	12M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	12M3
	Deepak		D. Difference (C-A)	0

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	19.02.21	11:47	12:15	12:30	6M3	4699	14400	14700	+300			
2.	19.02.21	11:55	12:15	12:30	6M3	5535	14400	14450	+50			
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					12M3		28800	29150	+350			
Remarks	PO to be closed.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at sit

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	Invoice No. **228**	Dated **31-Mar-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **4698 to 4699**	Other Reference(s)
Buyer **Modi Reality Mallapur LLP** 5-4-187/3&3, II Nd Floor, Sohan Mansion MG Road Secunderabad GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36	Buyer's Order No. **74889 678760**	Dated **17-Feb-2021**
	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	**12.00 cum**	2,966.10	cum	**35,593.20**
	SGST			9	%	**3,203.39**
	CGST			9	%	**3,203.39**
	Round Off					**0.02**
	Total		**12.00 cum**			**Rs 42,000.00**

Amount Chargeable (in words)

INR Forty Two Thousand Only

E. & O.E

TRUE CO...

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