PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V. RAVI	Serial no.	14614
Supplier name	Cemex Infra			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	23/02/21	PO/WO No.	75083	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	232	31/03/21	42,000/-	☑ Yes □ No
2.	66	25/06/21	14,000/-	☑ Yes □ No
3.				□ Yes □ No
4.			/	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	56,000/-
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:	56,000/-
Amount E – PO / WO value:	63,000/-
Amount F – Difference (A – E):	7000/-
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 this bill already in M-codex vide scan In No: 78904, but Accountant not received, so through true copy we are processing it.

Approved by	for Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
Date	15/2/23				
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. SEC'BAD
INWARD
No. 8329
Date 15/2/23
Sign.

MEMO

DATE & FROM:	TO & REMARKS.
9/2/23	To,
(RAVI)	MD sir,
	Po No: #5083, cemex Infra supplied
(GMR).	RMC 16 M3 out of 18M3. According
	to 16 M3 bills were not received in
	Accounts (Throughly checked), but
	this bill is available in Mr codex.
	But MD sir not approved in earlier, so
	need re-approval from your end
	to process this bill.
	* Bill No: 232 Rs. 42,000/-
	* Bill No: 06 Rs. 14,000/-
	Kindly advise me sir.
	APPROVED BY
	13 FEB 2023
	SOHAM MODI
	MANAGING DIRECTOR

Data required from site/engineers:							
~~PO~~ no.:	75083	PO date:	23/02/21	Req. no.:	68773	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
Basaveshwari	[signature]	30/11/22	Ramprasad	[signature]	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	[signature]	16/12/2022			

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
MOHAN MODI
MANAGING DIRECTOR
- 9 JAN 2023

W

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	**Doc No**	75083	68773
Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301	**Doc Date**	23-02-2021	
	Quote No	NIL	
GSTIN 36AANFC3197R1ZJ	**Quote Date**	23-02-2021	
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-20*	18.00	3,500.00	0.00	0.00	63,000.00
					Total Order Value . . .	**63,000.00**

Rupees : Sixty Three Thousand 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 lift pit 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 : __/__/____

RMC pour report

Company/ firm	Modi realty Mallapur LLP	Project	Gulmohar Residency	A. Estimated quantity:	18 M3
Flat / Villa no.:	4&5 flats	Block No.:	C	B. Requisition quantity:	18 M3
Slab no.:	Pcc & footings	PO Nos.	75083	C. Actual quantity poured:	22 M3 16 M3
Requisition nos.:	68773	Supplier:		D. Difference (C-A):	4 M3 02 M3
Sign of security	Amit	Sign of Admin	Likhesh	Sign of Project manager	Ravi
Date	9/3/21	Date	9/3/21	Date	08/03/21

Ravi (RAVI)

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.	19.02.21	04:14	4M3	4718	9600	9360	240	1784	89714
2.	19.02.2021	02:00	6 m3	4717	14400	14450	50	1783	89715
3.	20.02.2021	14:04	6 m3	4719	14400	14270	130	1791	89716
4.									
5.									
6.									
Total:			16 M3	Ravi	38400	38080	320		
Remarks:	~~We have raised Requisition No 68773 and PO 75083 18 M3 ordered and short fall 4 m3 extra received~~								

Note: 1. Report to be sent on completion of each slab or footing for a block or villa. 2. Report must be sent within one working day with relevant documents attached. 3. Weigh all vehicles. 4. 6 m cu vehicles weight less than 14,100 kgs – deduct amount in bill. 5. Calculate short fall in weight as per internal memo no. 912/70/b dated 10.09.2014. If short fall is within permissible limits, write shortfall as Nil. 6. Ensure that relevant totals are entered.

Note:- Total 16 M3 Received out of 18 M3.

Ravi (RAVI)
9/2/23

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. **232**	Dated **31-Mar-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	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. **75083 68773**	Dated **23-Feb-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl 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**

E. & O.E

Amount Chargeable (in words)

INR Forty Two Thousand Only

TRUE (

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

HYD * CEMEX INFRA * 501301

Authorised Signatory

This is a Computer Generated Invoice

TRUE CO

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. **66**	Dated **25-Jun-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	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. **75083 68773**	Dated **23-Feb-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M20 Pump Ready Mix Concrete -I**	38245010	**4.00 cum**	2,966.10	cum	**11,864.40**
	SGST			*9*	%	**1,067.80**
	CGST			*9*	%	**1,067.80**
	Total		**4.00 cum**			**Rs 14,000.00**

Amount Chargeable (in words) *E. & O.E*

INR Fourteen Thousand Only

TRUE COPY

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

HYD * CEMEX INFRA * 501301

Authorised Signatory

This is a Computer Generated Invoice