PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06/03/23	Prepared by	V. RAVI	Serial no.	14676
Supplier name	HI-TECH Infra Projects.			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R	HO received date	
PO/WO date	31/12/21	PO/WO No.	84097	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	915	03/01/22	19,200/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,200/-
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:	19,200/-
Amount E – PO / WO value:	32,000/-
Amount F – Difference (A – E):	12,800/-
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	08/03/23
Remarks:	find Bill & close the P.O.

Approved by	Purchase Officer	for Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		06.03.23			
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.

PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 9204
Date 8/3/23

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84097	PO date:	31/12/21	Req. no.:	192605	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 this 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
Basavesha		10/02/23	Ramprasad		10/02/23

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
Rajyalakshmi		28/2/23			

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
02 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1 10-02-2023 10:40:50 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			
Hi-Tech Infra Projects	**Doc No**	84097	192605
Sy.No. 49/2 Haridaspally,Dammaiguda-500083	**Doc Date**	31-12-2021	
	Quote No	NIL	
GSTIN 36AALFH6114K1Z7	**Quote Date**	31-12-2021	
9160191602	**SupplyType**	Supply	

Kind Attn : Mr Narender Goud

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-15*	10.00	3,200.00	0.00	0.00	32,000.00
			Total Order Value . . .			**32,000.00**

Rupees : Thirty Two Thousand Only.

Terms and Conditions :-

Specification / Brand	Concrete mix shall be of hitech Ready Mix Concrete
Payment Terms	Within 30 days of delivery.
Tax	Inclusive of all taxes
Delivery Date	As per request of project manager/engineer. Contact ___ on ___
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 30 days of supply of material.10%plty on value of order will be deducted in delay submission of bill.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	Final payment acc. to actual qty supplied as per batch sheet/report to be sent.Confirmation & check of qty to be done by site engg.Above Order for E-Block driveway west side purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery at Mallapur GMR Contact Person Mr Ramprasad-8309938133.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Hi-Tech Infra Projects***

Name : ______________ Name : ______________ Date : __/__/____

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

Company/ firm:	Modi Reality Mallapur LLP			
Project:	Gulmohar Residency		Block No.:	C-BLOCK
Supplier:	HI TECH INFRA PROJENCTS		Flat / Villa no.:	Column footing drive way work purpose
Requisition nos.:	192605		Slab no.:	
PO nos.:	84097		A. Estimated quantity:	10M3 (M15)
sign of security	Sign of Admin	Sign of Project Manger	B. Requisition quantity:	10M3
	Deepa		C. Actual quantity poured	6 M3
			D. Difference (C-A)	4M3

Details of RMC pour

Sl.	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.	3.01.22	11:10	11:15	11:30	6m3	6833	14400	14425	+25			
2.												
3.												
4.												
5.												
6.												
7.												
Total:					6m3		14400	14425	+25			
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

(ORIGINAL FOR RECIPIENT)

Hi-Tech Infra Projects
Survey No.49/2. Haridaspally (V),ECIL
Keesara(M) Medchal (Dist)
Hyderabad-500083
GSTIN/UIN: 36AALFH6114K1Z7
State Name : Telangana, Code : 36
E-Mail : hitechinfraprojects99@gmail.com

Invoice No.	Dated
915	3-Jan-22
Buyer's Order No.	Dated
GMR-RMC-M15-84097	3-Jan-22

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3,IInd Floor,Soham Mansion,
MG Road, Secunderabad.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**M15 Ready Mix Concrete**	38245010	6.000 Cum.	2,711.86	Cum.	16,271.16
	CGST					1,464.40
	SGST					1,464.40
	Round Off					0.04
	Total		6.000 Cum.			₹ 19,200.00

"TRUE COPY"

Amount Chargeable (in words)
INR Nineteen Thousand Two Hundred Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	16,271.16	9%	1,464.40	9%	1,464.40	2,928.80
Total	16,271.16		1,464.40		1,464.40	2,928.80

Tax Amount (in words) : **INR Two Thousand Nine Hundred Twenty Eight and Eighty paise Only**

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

Customer's Seal and Signature

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **131805000943**
Branch & IFS Code : **Kapra & ICIC0001318**

HITECH INFRA PROJECTS Hyderabad

for Hi-Tech Infra Projects

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice

MNR