

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/03/23	Prepared by	V. RAVI	Serial no.	14701
Supplier name	H. Tech Infra Projects.			HO inward no.	
Firm/Company	NRMLLP	Project	G.N.R	HO received date	
PO/WO date	22.01.22	PO/WO No.	84790	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	967	20/01/22	99,900-00	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	99,900-00
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:	99,900-00
Amount E – PO / WO value:	296,000-00
Amount F – Difference (A – E):	196,100-00
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	10/03/23
Remarks: find bill & close this PO and original bill missing so through certified true copy we are processing now.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		RAVI			
Sign:					
Date		08/03/23			
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.



GMR RMC bills received details

Topic	Hi-Tech Infra RMC bills received details																
Prepared by:	V Ravi																
Date:	05-03-2023																
Sl No.	Company	PO No	PO Quantity	PO Value	Poured Quantity (Cu Mtrs)	Bill No	Bill date	As per Bill Quantity	As per site Received Quantity	Units	Bills received Amount	Bills not received Amount	Remarks	Scan id			
1	GMR	84790	80	2,96,000.00	80	1034	09-02-2022	14	14	M3	51,800.00		-	98805			
2		(M20)				1040	11-02-2022	33	33	M3	1,22,100.00		-	98805			
3						1047	12-02-2022	5	5	M3	18,500.00		-	98805			
						967	20-01-2022	27	28	M3	-		99,900.00	Bill to be process			
			80	2,96,000.00	80			79	80		1,92,400.00		99,900.00				
				</													


 06/03/23
 (V.Ravi)

Form for closure of purchase order

Data required from site/engineers:					
PO no.	84790	PO date:	22/01/22	Req. no.	192721
MRN nos. related to PO		Advice Scan ID			
☐	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: Total material delivered close 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
A. Jankar	AS	02/02/23	M. Ramprasad	h	02/02/23
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.	1034, 1000 & 1007 for h. 92,000/-		
☐	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
Rajendra		6/2/23			
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: Ravi, other bill received against this Po need to be tallied. Get copy of bills. h 13/2/23					
Prepared by	Sign	Date			

Approved bill # 962
 of Re. 99,900/-



Purchase Order

Page(s) 1 Of 1

2-2-23 03:41:00 PM

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

Sy.No. 49/2 Haridaspally,Dammaiguda-500083

GSTIN 36AALFH6114K1Z7

9160191602

Doc No	84790	192721
Doc Date	22-01-2022	
Quote No	NIL	
Quote Date	22-01-2022	
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-20	80.00	3,700.00	0.00	0.00	296,000.00
Total Order Value . . .					296,000.00

Rupees : Two Lakh(s) Ninty Six Thousand Only.

Terms and Conditions :-

Specification / 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

Penalty For Delay Bills must be submitted to H.O. within 30 days of supply of material. 10% pty on value of order will be deducted in delay submission of bill.

Transportation 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 A-Block driveway slab purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Delivery at Mallapur GMR Contact Person Mr Ramprasad-8309938133.

Accepted the above Terms And Conditions

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

Company/ firm:	Modi Reality Mallapur LLP	Block No.:	A-block
Project:	Gulmohar Residency	Flat / Villa no.:	
Supplier:	HI TECH INFRA PROJENCTS	Slab no.:	
Requisition nos.:	192721	A. Estimated quantity:	Drive way work purpose
PO nos.:	84790	B. Requisition quantity:	80M3 (M20)
Sign of security	Sign of Admin	C. Actual quantity poured	80M3
	Deep	D. Difference (C-A)	28M3
			52m3

Details of RMC pour

Sl.	Date	Time of dispatch h 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.	22.01.22	5:00	5:21		7m3	7239	16800	17020	+220			
2.	22.01.22	5:30	5:40		7m3	7240	16800	17130	+330			
3.	22.01.22	5:40	5:51		7m3	7241	16800	16620	-180			
4.	22.01.22	6:30	6:44		7m3	7243	16800	17220	+420			
5.												
6.												
7.												
8.												
9.												
10.												
11.												
Total												
Remarks					28m3	67200	67990	+790				

Note: 28M3 bill not received. Supplier has given true copy invoice No: 967 dtd 20/6/22 earlier not processed. Please has to process now.

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

Company/ firm:	Modi Reality Mallapur LLP	Block No.:	A-block
Project:	Gulmohar Residency	Flat / Villa no.:	
Supplier:	HI TECH INFRA PROJENCTS	Slab no.:	
Requisition nos.:	192721	A. Estimated quantity:	Drive way work purpose
PO nos.:	84790	B. Requisition quantity:	80M3 (M20)
Sign of security	Sign of Admin	C. Actual quantity poured	5M3
Sign of security	Sign of Project Manager	D. Difference (C-A)	75m3

Details of RMC pour

Sl.	Date	Time of dispatch h from RMC plant	Time of receipt at site	Time of pour	Quantity poured	De 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.	12.02.22	03:00	03:10	03:15	5m3	7907	12000	12040	+40		14.4	20.0
2.											14.9	20.7
3.											14.4	21.3
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					5m3		12000	12040	+40			
Remarks	Invoice No. 1047 & Bill Amount Rs. 18,500/-											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report@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. Mainman original report + weighment slips + pour reports + test reports + photographs at sit

WILLIAMSON

Abstract

... the poor report

Company/ firm:	Modi Reality Mallapur LLP		
Project:	Gulmohar Residency		
Supplier:	HI TECH INFRA PROJENCTS		
Requisition nos.:	192721	Slab no.:	
PO nos.:	84790	A. Estimated quantity:	Drive way work purpose 80M3 (M20)
Sign of security	Sign of Admin	B. Requisition quantity:	80M3
<i>Deepa</i>	<i>Deepa</i>	C. Actual quantity poured	33M3
		D. Difference (C-A)	47m3
Details of RMC pour			

inod

Sl.	Date	Time of dispatch h from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m ³	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m ²	28 days cube test strength in kN/m ²
1.	11.02.22	3:20	3:36	3:44	✓ 7m ³	7862	16800	17530	+730			
2.	11.02.22	4:50	5:03	5:11	✓ 7m ³	7865	16800	17160	+360			
3.	11.02.22	5:00	5:17	5:25	✓ 7m ³	7866	16800	17140	+340			
4.	11.02.22	7:00	7:09	7:17	✓ 7m ³	7868	16800	17250	+450			
5.	11.02.22	8:25	8:41	8:48	✓ 5m ³	7869	12000	12270	+270			
6.												
7.												
8.												
9.												
10.												
11.												
Total					✓ 33m ³							
Remarks							79200	81350	+2150			

Invoice No. 1040 & Bill amount 122,100/-

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

Company firm:	Modi Realty Mallapur LLP	Block No.:	A-block
Project:	Gulmohar Residency	Flat / Villa no.:	
Supplier:	HI TECH INFRA PROJENCTS	Slab no.:	Drive way work purpose
Requisition nos.:	192721	A. Estimated quantity:	80M3 (M20)
PO nos.:	84790	B. Requisition quantity:	80M3
Sign of security	Sign of Admin	C. Actual quantity poured	14M3
Sign of security	Sign of Project Manager	D. Difference (C-A)	66m3

Details of RMC pour

Sl.	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	De 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.	09.02.22	02:20	02:36	02:44	7m3	7790	16800	17130	+330			
2.	09.02.22	02:00	02:23	02:31	7m3	7789	16800	17190	+390			
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
Total					14m3		33600	34320	+720			

Remarks Invoice no. 1034 & 8:11 amount Rs. 51,800/-



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

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

967

Buyer's Order No.

Dated

GMR-RMC-34684

20-Jan-22

PO No: 84790

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
2	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
3	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
4	M20 Ready Mix Concrete	38245010	6.000 Cum.	3,135.59	Cum.	18,813.54
CGST SGST Round Off						84,660.93
						7,619.48
						7,619.48
						0.11

Handwritten signature

"TRUE COPY"

Amount Chargeable (in words)
INR Ninety Nine Thousand Nine Hundred Only

38245010 HSN/SAC
Total 27.000 Cum. **₹ 99,900.00**
E. & O.E

Tax Amount (in words) : **INR Fifteen Thousand Two Hundred Thirty Eight and Ninety Six 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

Taxable Value	Central Tax	State Tax	Total
84,660.93	Rate 9% Amount 7,619.48	Rate 9% Amount 7,619.48	Tax Amount 15,238.96
Total 84,660.93	7,619.48	7,619.48	15,238.96

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

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION
This is a Computer Generated Invoice



MEMO

DATE & FROM:	TO & REMARKS.
25/2/23. (RAVI)	Hi-Tech Infra RMC @ GMR.
	PO Quantity - 80 M3.
	PO value - Rs. 296,000/-
	Earlier Bills Credited - 52 M3
05 M3	Invoice No: 1047 - Rs. 18,500/-
33 M3	Invoice No: 1040 - Rs. 122,100/-
14 M3	Invoice No: 1034 - Rs. 51,800/-
52 M3	192,400/-
	Balance 28 M3 bill to be
	Process Vide Invoice No: 967
	Rs. 99,000/-
	All bills are tallied against
	this PO.

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Hi-Tech Infra Projects Survey No 49/2, Haridaspetly (V), ECIL, Keesara(M) Medchal (Dist) Hyderabad-500083 GSTIN/UIN: 36AALFH6114K1Z7 State Name : Telangana, Code : 36 E-Mail : hitechinfraprojects99@gmail.com	Invoice No.	Dated	
	1047	12-Feb-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	Buyer's Order No.	Dated	
	GMR-RMC-84790	21-Jan-22	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Ready Mix Concrete	38245010	5.000 Cum.	3,135.59	Cum.	15,677.95
	CGST					1,411.02
	SGST					1,411.02
	Round Off					0.01
Total						5.000 Cum. ₹ 18,500.00

Amount Chargeable (in words) **INR Eighteen Thousand Five Hundred Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
38245010	15,677.95	9%	1,411.02	9%	1,411.02	2,822.04
Total			15,677.95		1,411.02	2,822.04

Tax Amount (in words) : **INR Two Thousand Eight Hundred Twenty Two and Four 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

for Hi-Tech Infra Projects
Hyderabad
Signature

SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION

This is a Computer Generated Invoice



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

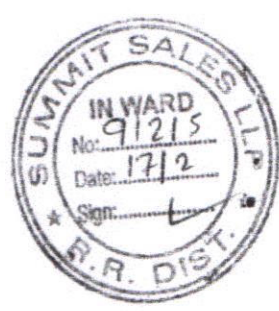
1040

11 Feb 22

Buyer's Order No
GMR-RMC-84790
Dated
21-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

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
2	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
3	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
4	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
5	M20 Ready Mix Concrete	38245010	5.000 Cum.	3,135.59	Cum.	15,677.95
CGST SGST Round Off						1,03,474.47
						9,312.70
						9,312.70
						0.13



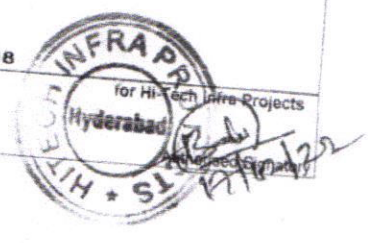
Amount Chargeable (in words)
INR One Lakh Twenty Two Thousand One Hundred Only
Total
33.000 Cum.
₹ 1,22,100.00
E. & O.E

Taxable Value	Central Tax		State Tax		Total Tax Amount
	Rate	Amount	Rate	Amount	
1,03,474.47	9%	9,312.70	9%	9,312.70	18,625.40
Total		9,312.70		9,312.70	18,625.40

Tax Amount (in words) : **INR Eighteen Thousand Six Hundred Twenty Five and Forty 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



SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION
This is a Computer Generated Invoice

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: hitechinfra@projects99@gmail.com

Invoice No.	Dated
1040	11-Feb-22
Buyer's Order No	Dated
GMR-RMC-84790	21-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	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
2	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
3	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
4	M20 Ready Mix Concrete	38245010	7.000 Cum.	3,135.59	Cum.	21,949.13
5	M20 Ready Mix Concrete	38245010	5.000 Cum.	3,135.59	Cum.	15,677.95
						1,03,474.47
CGST						9,312.70
SGST						9,312.70
Round Off						0.13



Total 33.000 Cum. ₹ 1,22,100.00
 E. & O E

Amount Chargeable (in words)

INR One Lakh Twenty Two Thousand One Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	1,03,474.47	9%	9,312.70	9%	9,312.70	18,625.40
Total	1,03,474.47		9,312.70		9,312.70	18,625.40

Tax Amount (in words): INR Eighteen Thousand Six Hundred Twenty Five and Forty paise Only

Company's Bank Details

Bank Name : ICICI Bank
 A/c No. : 131805000943
 Branch & IFS Code: Kapra & ICIC0001318

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



SUBJECT TO SECUNDERABAD JURISDICTION JURISDICTION
 This is a Computer Generated Invoice

(ORIGINAL FOR RECIPIENT)

This is a Computer Generated Invoice