PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 16.03.23 | Prepared by | V. RAVI | Serial no. | 15652 |
| Supplier name | Cemex Intra. | | | HO inward no. | |
| Firm/Company | MHPL | Project | SOV-III | HO received date | |
| PO/WO date | 20220926004 | PO/WO No. | 26/09/22 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 168 | 10.10.22 | 168,000-00. | ☑ Yes □ No |
| 2. | | | / | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 168,000-00 |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report ☑ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 20221101038, 39, 40, 41, 43 & 44 | 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: | 168,000-00 |
| Amount E – PO / WO value: | 184,800-00 |
| Amount F – Difference (A – E): | 16,800-00 |
| 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 | 18/03/23 |
| Remarks: | Rate differance & final bill. So close the P.O |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | [signature] | | | |
| Date | | 16.03.23 | | | |
| 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.

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No. 9602
Date 1 3 23
Sign.

Form for closure of purchase order (185301)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | 2022092 6004 | PO date: | 26/9/22 | Req. no.: | 2022092 6006 | Advice Scan ID | |
| Barcoded PO available | □ Y/☑ N | Invoice original available | □Y/☑N /□Copy available | | | POD available | ☑Y/□ N |

| | | |
|---|---|---|
| Data required from site/engineers: | | |
| MRN nos. related to PO | 202211 01040, 202211 01041, 202211 01043, 202211 01044, 202211 01038, 202211 01039. | |
| ☑ 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 scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi. | | |
| Prepared by: Meenakshi | Sign: | Date: 04/03/23 |

| | | |
|---|---|---|
| Data required from accounts: | | |
| □ Checked with E&D for receipt of bills. | | |
| ☑ Bills not received against this PO. | □ Part bill received against this PO. | □ All bills received against this PO. |
| □ Advance paid against this PO | Amount paid: | Date of payment: |
| Details of part bill received: | | |

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| | | |
|---|---|---|
| Remarks by Accountants: | | |
| Prepared by: P. Ramesh | Sign: | Date: 13/3/23 |
| Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above. | | |
| Prepared by: | Sign: | Date: |
| Remarks by Ravi + details of bills to be approved: | | |

| Sl. No. | Bill no. | Bill date | Bill amount | MRN no. |
|---|---|---|---|---|
| 1. | 168 | 10/10/22 | 168,000-00 | 2022 1101038, 039, |
| 2. | | | | 040, 041 & 043, 044. |
| 3. | | All enclosed | | |

| | | |
|---|---|---|
| Remarks: Certified bill copy required. Need MD's Approval. | | |
| Prepared by: Ravi | Sign: | Date: 15/03/23. |
| Advice by MD - action to be taken. | | |
| ☑ Get certified bill from supplier (not original). | □ Prepare bill in SSLLP for material supplied. | |
| ☑ Thereafter, prepare advice for credit to supplier and send to Soham for processing. | | |
| ☑ Close PO | □ Keep PO open. Material awaited | |
| □ Accounts to be reconciled with supplier. Get supplier's ledger. | | |
| Remarks: | | |
| Approved by: Soham | Sign: | Date: |

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

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

| | | | | |
|---|---|---|---|---|
| Company/ firm: | SOVLLP | | | |
| Project: | SOV-III | | Block No.: | For CC Road Purpose |
| Supplier: | Cemex Infra | | Flat / Villa no.: | For CC Road Purpose |
| Requisition nos.: | 185301 | | Slab no.: | - |
| PO nos.: | 20220926004 | | A. Estimated quantity: | 42 |
| Sign of Security | Sign of Admin | Sign of Project Manger | B. Requisition quantity: | 42 |
| | | | C. Actual quantity poured | 40 |
| | | | D. Difference (C-A) | 02 |

Details of RMC pour

| Sl. No | Date | Time of disp 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. | 01.10.22 | 09;45 | 10:17 | 10:35 | 06 | 1183 | 14,400 | 14,190 | 210 | 336/- | | |
| 2. | 01.10.22 | 10:08 | 10:34 | 10:55 | 06 | 1184 | 14,400 | 14,400 | | | | |
| 3. | 01.10.22 | 10:30 | 10:58 | 11:10 | 06 | 1185 | 14,400 | 14,510 | | | | |
| 4. | 01.10.22 | 11;50 | 12:22 | 12:40 | 06 | 1187 | 14,400 | 14,440 | | | | |
| 5. | 01.10.22 | 12:35 | 13:24 | 13:45 | 08 | 1189 | 19,200 | 18,970 | 230 | 368/- | | |
| 6. | 01.10.22 | 12:55 | 13:35 | 13:55 | 08 | 1190 | 19,200 | 19,290 | 90 | 144/- | | |
| 7. | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | |
| Total: | | | | | 40 Cumts | | 96,000 Kgs | 95,800 Kgs | 530 kgs | 848/- | | |
| Remarks | | | | | | | | | | | | |

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 site.

ok 15/3/23

# Purchase Order

Original

| | | |
|---|---|---|
| From Company: | Modi Housing Pvt. Ltd.,<br>5-4-187/3&4, IInd FloorSoham MansionM.G.Road<br>Secunderabad,TELANGANA,500003<br>GSTNO:36AADCM5906D2ZO | Delivery Location: Silver oak villas MHPL - SOVMHPL<br>"<br>, |

| Supplier Details | | | | |
|---|---|---|---|---|
| CEMEX INFRA<br>Sy. no. 312, Rampally (Vill), Kesara (Mandal) Medc<br>Rampally (Vill), Kesara (Mandal) Medc,TG,<br>GSTIN:36AANFC3197R1ZJ<br>G.Surender Reddy,8367099999 | PO No | 20220926004 | Quote No | NIL |
| | PO Date | 26 Sep 2022 | Quote Date | 29 Sep 2022 |
| | Supply Type | Purchase Order | | |

| SNo. | Item Name | Qty | Rate | Dis% | Taxable Amount | GST% | | | | | | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | IGST% | CGST% | SGST% | IGST AMT | CGST AMT | SGST AMT | |
| 1 | RMCC9497-RMC-RMC-M25---cum | 42.00 | 3,728.81 | 0% | 1,56,610 | 0% | 9% | 9% | 0 | 14,095 | 14,095 | 1,84,800 |
| | | | | | | | | **Total Amount ...** | 0 | 14,095 | 14,095 | 1,84,800 |

Rupees in words : One Lakh Eighty Four Thousands Seven Hundred And Ninety Nine .nine Seven PaiseOnly.

Terms and Conditions:-

Original

| | |
|---|---|
| RMC other terms : | Batching report + cube test report must be provided. |
| RMC specification: | 260 kgs of cement to be added per cum. |
| RMC quantity | Payment shall be made on quantity delivered at site. All vehicles to be weighed near site |
| RMC line pump: | Line / boom pump charges included. |
| Payment Terms : | Within 30 days of delivery and on production of bill. |
| Tax : | Inclusive of GST and all other taxes. |
| Delivery Date : | As per site Engineers request. |
| Delivery Location : | As per details given above |
| Bill submission: | Vendor Shall submit proof of delivery+originak invoice at head office of purchaser |
| Remarks : | Delivery at MHPL Cherlapally Contact Person Mr Purshottam-9502177288. |

| | |
|---|---|
| For Modi Housing Pvt. Ltd., | Accepted the above Terms And Conditions<br>For CEMEX INFRA |
| Authorised Signatory | |
| Name :- | |
| Sign:- | |
| Date :- | Date :- |

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Modi Housing Pvt. Ltd., | Date | 26 Sep 2022 |
| Site Or Phase | Silver oak villas MHPL - SOVMHPL | Time | |
| Flat/Villa/Other | near villa no.151 road purpose | Req.No. | 185301 |
| Material required before date | | ID No | 20220926006 |

| S.No | Description | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|---|---|---|---|---|---|---|---|
| 1 | RMCC9497-RMC-RMC-M25---cum | 42.00 | 0 | 42.00 | 4,000.00 | | |

Remarks: For South gate to villa no.151 north road purpose

3,728|813
781

Prepared By :- Meenakshi

APPROVED
29 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

Approved By:-

Sign:-

Sign:-

Date :- 26 Sep 2022

Date:-

Note: On receipt of material at site write inward number and date in last two columns

# Tax Invoice

| | | |
|---|---|---|
| **CEMEX INFRA**<br>Sy.No 312 Rampally Vill<br>Keesara Mdl, Medchal Dist-501 301<br>Phone No:8367099999<br>GSTIN/UIN: 36AANFC3197R1ZJ<br>State Name : Telangana, Code : 36<br>E-Mail : cemexinfra9@gmail.com | Invoice No.<br>**168** | Dated<br>**10-Oct-2022** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref.<br>**1183 TO 1190** | Other Reference(s) |
| Buyer<br>**Modi Housing Pvt Ltd**<br>5-4-187/3&4,IInd Floor, M.G. Road,<br>Secunderabad-500003<br>GSTIN/UIN : 36AADCM5906D2ZO<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**20220926006** | Dated<br>**10-Oct-2022** |
| | 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 | **40.00 cum** | 3,559.32 | cum | **1,42,372.88** |
| | ***SGST*** | | | *9* | % | **12,813.56** |
| | ***CGST*** | | | *9* | % | **12,813.56** |
| | Total | | **40.00 cum** | | | **Rs 1,68,000.00** |

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

**INR One Lakh Sixty Eight Thousand Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 38245010 | 1,42,372.88 | 9% | 12,813.56 | 9% | 12,813.56 | 25,627.12 |
| **Total** | **1,42,372.88** | | **12,813.56** | | **12,813.56** | **25,627.12** |

Tax Amount (in words) : **INR Twenty Five Thousand Six Hundred Twenty Seven and Twelve paise 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

CEMEX INFRA HYD-501301

Authorised Signatory

This is a Computer Generated Invoice

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10547 Date: 20/10/22 Sign:

"TRUE COPY"

| Date | DC NO | V.NO | Quantity | *Rate* | M20 Pump |
|---|---|---|---|---|---|
| 01/10/2022 | 1183 | 5548 | **6.00 cum** | *4200.00/cum* | **25200.00** |
| 01/10/2022 | 1184 | 5532 | **6.00 cum** | *4200.00/cum* | **25200.00** |
| 01/10/2022 | 1185 | 5534 | **6.00 cum** | *4200.00/cum* | **25200.00** |
| 01/10/2022 | 1187 | 5541 | **6.00 cum** | *4200.00/cum* | **25200.00** |
| 01/10/2022 | 1189 | 7604 | **8.00 cum** | *4200.00/cum* | **33600.00** |
| 01/10/2022 | 1190 | 7605 | **8.00 cum** | *4200.00/cum* | **33600.00** |
| | | | **40.00 cum** | | **168000.00** |