PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01.04.23	Prepared by	V. RAVI	Serial no.	**16072**
Supplier name	Gratlaky (India) Pvt Ltd			HO inward no.	
Firm/Company	NRMLLP	Project	G.M.R	HO received date	
PO/WO date	21.11.22	PO/WO No.	94201	Scan ID.	137083

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	126	23.11.22	31,860-00	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	31,860-00
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	~~1888-00~~ 1770/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	~~33,748-00~~ 33,630/-
Amount E – PO / WO value:	31,860-00
Amount F – Difference (A – E):	~~1888-00~~ 1770/-
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	03/04/23
Remarks: find bill & close this P.O	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		01/04/23			
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. 07
Date 1/4/23
Sign.

Form for closure of purchase order

PO no.: 94201		PO date: 21/11/22		Req. no.: 208314		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	118446						
□ 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: Full material received.							

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: Basaveshwari	Sign:	Date: 31/03/23

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:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: Rajualaxmi	Sign: 31/03/23	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	136 1266	23.11.22	33,630-00	118446
2.				
3.				

Remarks: Need MD's approval for to get certified invoice copy from vendor.

Prepared by: Ravi	Sign:	Date: 31.03.23

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
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

GRAFLAKS (INDIA) PVT. LTD. Plot No. 1211, Road No. 60, Jubilee Hills, Hyderabad-500 033. Tel. : 23600774 / 65523553 TIN : ~~36126960102~~ CST No. ~~NZB/08/0/1708/05-06~~ Valid from : ~~01-12-2005~~	**DELIVERY CHALLAN** NO. 173 DATE : 23-

To M/S. MODI REALITY MALLAPUR
IInd Floor Soham mansion Sec'bad
Delivery address :- Gulmohar Residency
GST NO : 36AAEFM1459R1ZP

cell no : 8309938133	UR Order No. : 94201-208314 Date : 21-11-22

S. No.	Description of Goods	Pckg.	Qty.	Remarks
	Scarch plaster. [Hsnad-3209]	50	Bag	
	Auto NO : TJ08UJ 2609.			

GSTIN-36AABCG4647F1ZP

50 Bags Received

INWARD
MODI REALTY MALLAPUR LLP
Ward No: 11792 Dt: 23/11/22
MRN No: 118446 Dt: 31/01/23
Received By: [illegible]

Received the above material in good condition. Receiver's Sign. & Stamp	For **GRAFLAKS (INDIA) PVT. LTD.**

Works : Bollaram, Medak Dist.

Page(s) 1 Of 1 30-03-2023 15:22:44

Purchase Order

Bhash

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			
GRAFLAKS (INDIA) PVT. LTD. PLOT-1211, RD-60, JUBILEE HILLS,HYDERABAD - 500033	**Doc No**	94201	208314
	Doc Date	21-11-2022	
GSTIN 36AABCG4647F1ZP	**Quote No**	Nil	
23600774 9246363621,9849003568	**Quote Date**	21-11-2022	
	SupplyType	Supply	

Kind Attn : Samit gangwal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	387100 - PATE-Paints - Texture -Scratch Plaster-Wallz - 25kgs - bags	50.00	540.00	0.00	18.00	31,860.00
					Total Order Value . . .	**31,860.00**

Rupees : Thirty One Thousand Eight Hundred Sixty Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wallz' Brand.
Payment Terms	After Delivery
Tax	All taxes included in above price.
Delivery Date	With in 4 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block exteranl paiting purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be

Tax Invoice

(ORIGINAL FOR RECIPIENT)

GRAFLAKS (INDIA) PVT. LTD.
Plot No.1211, Road No.60,
Jubilee Hills,
Hyderabad - 500 033.
GSTIN/UIN: 36AABCG4647F1ZP
State Name : Telangana, Code : 36
E-Mail : graflaksindia@gmail.com

Buyer (Bill to)
MODI REALITY MALLAPUR LLP
5-4-187/3 & 3, II Floor, Soham Mansion, M.G.Road,
Secunderabad - 500003.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
E-Mail : purchase@modiproperties.com

Invoice No. **126**	Dated **23-Nov-22**
Delivery Note **178**	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **94201-208314**	Dated **21-Nov-22**
Dispatch Doc No. **178**	Delivery Note Date **23-Nov-22**
Dispatched through **Vehicle**	Destination **Gulmohar Residency**
Bill of Lading/LR-RR No.	Motor Vehicle No. **TJ08UJ2609**
Terms of Delivery	

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	**WALLZ Scratch Plaster**	**50 Bags**	540.00	Bags	**27,000.00**
	Transportation Charges				**1,500.00**
	SGST				**2,565.00**
	CGST				**2,565.00**
	Total	**50 Bags**			**₹ 33,630.00**

MODI PROPERTIES PVT. LTD. INWARD No. 87 Date 5/4/23 Sign. SEC'BAD

E. & O.E

Amount Chargeable (in words)
INR Thirty Three Thousand Six Hundred Thirty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3209	28,500.00	9%	2,565.00	9%	2,565.00	5,130.00
Total	**28,500.00**		**2,565.00**		**2,565.00**	**5,130.00**

Tax Amount (in words) : **INR Five Thousand One Hundred Thirty Only**

Company's Bank Details
A/c Holder's Name : **GRAFLAKS (INDIA) PVT.LTD**
Bank Name : **YES BANK LTD.,**
A/c No. : **000684600000164**
Branch & IFS Code : **Raj Bhavan Road, Somajiguda. & YESB0000006**

Declaration
1) Goods once sold will not be taken back.
2) We are not responsible for damage or pilferage in transit.
3) Payment to be made with agreed credit period otherwise interest payable @ 24% per annum.

for GRAFLAKS (INDIA) PVT. LTD.

GRAFLAKS (INDIA) PVT. LTD. ROAD NO. 60, JUBILEE HILLS, HYD-33

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice