PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/04/23	Prepared by	V. RAVI	Serial no.	**16075**
Supplier name	Vidhya shanker . V			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R	HO received date	
PO/WO date	12.01.23	PO/WO No.	20230112[illegible]	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	118	22.02.23	68,563-00	✓ □ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	68,563-00
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:	68,563-00
Amount E – PO / WO value:	68,563-00
Amount F – Difference (A – E):	NIL
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	07/04/23

Remarks: find bill & close this P.O. (NOTE:- original Invoice missing so Certified True copy we are processing now.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		06.04.23			
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. 43
Date: 7/4/23
Sign:

Form for closure of purchase order

PO no.:	20230112005	PO date:	12/01/2023.	Req. no.:	208735	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		
□ 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. close P.O.	
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: G. Rajesh	Sign:	Date: 30/03/2023.
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: 34,281/-	Date of payment: 21-01-23
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: Rajyalakshmi	Sign:	Date: 3/4/23
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.	118	22.02.23	68,563-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed Certified True Copy.		
Prepared by: Ravi	Sign:	Date: 05/04/23.
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
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

TO : 76890, 76891

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	2075	Date – site bills Register	04/04/2023		
Company Name:	MRMUP	Site:	GMR		
Name of Contractor	Vidya Shankar				
Nature of work	False ceiling.				
Work done	From Date	01/02/2023	To Date	09/02/2023	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Towalde F-Block					
2.	F-604, F 606	150	387.36	Sq.M	58,104	
3.	Plain false ceiling					
4.	work done.					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				58,104	

Bill required	☑ YES ☐ NO.	GST bill required	☐ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	20230112005	PO/WO date:	12/01/2023

Remarks : All works done.
6th floor: Default false ceiling in all rooms

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 04/04/23	Date: 04/04/23	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Note: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying ... for hire charges, cash work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

GSTIN:36AEKPV0495G1~~00~~ Z2 **TAX INVOICE** Cell : 9246889529

VIDYA SHANKAR V.

INTERIORS

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.
E-mail : vidyashankar3256@gmail.com

M/s. : Modi Realty Mallapur LLP.

Invoice No.: 118 Date 22/02/23

D.C. No. ________ Date ________

P.O. No. 20230112005 Date 12/01/2023

Party GSTIN: 36AAFFM1459R1ZP

Despatch Through TS11 UA 8273

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1)	Towards Plain false ceiling F-604, 606.	–	150 Sq.M	387.36	58,104	-

INWARD
MODI REALTY MALLAPUR LLP
Ward No 1454 Dt 22/2/23
MRN No. ______ Dt. ______
Received By ______ Sign. ______

"TRUE COPY"

Rupees In Words : Sixty Eight thousand five Hundred and Sixty two seven two paisa only.

TOTAL	58,104	
SGST @ 9 %	5,229	
CGST @ 9 %	5,229	
IGST @ – %	–	
GRAND TOTAL	68,563	

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

VIDYA SHANKAR V. Boduppal

For VIDYA SHANKAR V.

Vidyashankar

Authorised Signature

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	208735
Project:	GMR.	PO no.:	20230112005
Supplier:	Vidya Shankar. V.	Material type:	False ceiling.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	10/02/2023		Plain false ceiling	–	150 Sq.M.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	150 Sq.M.

Remarks: Towards F-Block 604, 606. False ceiling work done.

Approved by	Project manager	Security	Admin (Audit)

APPROVED BY
15 FEB 2023
M. RAM PRASAD (G.M.P.)
Project Manager

INWARD
MODI PROPERTY MALLAPUR LLP
Ward No .... Dt. 15/02/23
MRN NO ....
Received By .... Sign ....

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony, staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

Purchase Order

Office Copy(For HO)

From Company:	Modi Realty Mallapur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36AAEFM1459R1ZP	Delivery Location:	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Rai Hyderabad,Telangana,500076 Ramprasad,9502211011

Supplier Details				
Vidya Shankar V Plot No.171, Krishnanagar Colony ChengicherlaGhatkesar Mandal Medchel District.,TG, GSTIN:36AEKPV0495G1Z2 Mr. V. Vidya Shankar,9246889529	PO No	20230112005	Quote No	Nil
	PO Date	12 Jan 2023	Quote Date	12 Jan 2023
	Supply Type	Purchase Order	Requisition Num	20230111004

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	BUIL1521-Building Material-False Ceiling Plain-Gyp---sqm		150.00	387.36	0%	58,104	0%	9%	9%	0	5,229	5,229	68,563
									Total Amount ...	0	5,229	5,229	68,563

Rupees in words : Sixty Eight Thousands Five Hundred And Sixty Three Only.

Terms and Conditions:-

Additional Specifications	Nil.
Tax :	Inclusive of GST .
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	By Vendor .
Advance Paid :	34,281/- 50% of PO value.
Payment Terms :	50% Advance Balance After delivery and on submission of bills.
Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Other Terms:	For F-Block Flat No.604,606

Measurement/quantity: Payment shall be made on quantity delivered at site.

For Modi Realty Mallapur LLP	Accepted the above Terms And Conditions For
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-

TO: 76890, 76891

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	2075	Date - site bills Register	04/04/2023
Company Name:	MRMLLP	Site:	GMR
Name of Contractor	Vidya Shankar		
Nature of work	false ceiling		
Work done	From Date 01/02/2023	To Date	09/02/2023

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Towalde F-Block					
2.	F-604, F 606	150	387.36	Sq.M	58,104	
3.	Plain false ceiling					
4.	work done.					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				58,104	

Bill required	☑YES ☐NO.	GST bill required	☑YES ☐NO.
Measurement & estimate sheet:	☑Required ☐Not required.	Measurement & estimate sheet:	☑Enclosed ☐Not enclosed
PO/WO no.	20230112005	PO/WO date:	12/01/2023.

Remarks : All works done.
6th floor: Default false ceiling in all rooms

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 04/04/23	Date: 04/04/23	Date:
Sign: [signature]	Sign: Nagalaxmi	Sign:

APPROVED BY
05 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

MEASUREMENT SHEET									
Company Name:	MRMLLP				Approved by:		Rampasad		
Project:	GMR				Sign:				
Work Description:	Plainfalse ceiling								
Contractor Name:	Vidya shankar								
Prepared By	G .Rajesh			Work order no. 9	20230112005				
Date:	04-04-2023								
			A	B	C	D	E= AxBxCxD	F	
S No.	Item Head	Item Description	Length	Width	Height	Nos	Quantity	Units	
1	Plainfalse ceiling								
	F-604&606 3BHK	Drawing & Dining	150.00	1.00	1.00	1.00	150.00	SQM	

ESTIMATION SHEET							
Company Name:	MRMLLP				Approved by:		Rampasad
Project:	GMR				Sign:		
Work Description:	Plain false ceiling						
Contractor Name:	Vidya shankar			Work order no. 20230112005			
Prepared By	G.Rajesh						
Date:	04-04-2023						
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	
1	GMR	False Ceiling	150.00	No's	387.36	58,104.00	
	F-604&606 3BHK						