PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06.04.23	Prepared by	V. RAVI	Serial no.	16079
Supplier name	Grafbaky India Pvt Ltd.			HO inward no.	
Firm/Company	NRMLLP	Project	G.M.R	HO received date	
PO/WO date	15.03.23	PO/WO No.	20230307033	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	306	15.03.23	15,930-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,930-00
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	1770-00
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	17,700-00
Amount E – PO / WO value:	15,930-00
Amount F – Difference (A – E):	1770-00
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	07/04/23.

Remarks: final bill & close the PO (Note:- original Invoice missing so through 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. INWARD No. 402 Date 7/4/23 Sign * SEC'BAD *

Form for closure of purchase order

PO no.:	2023030703	PO date:	7/03/23	Req. no.:	20230307010	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	20230315027						
□ 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:	[signature]	Date:	30/03/23
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:	Rajyalakshmi	Sign:	[signature]	Date:	31/03/23

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.	306	07.03.23	17,700-00	11629
2.				
3.				

Remarks: Need MD's Approval for enclosed bill

Prepared by: Ravi	Sign:	[signature]	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

11629

GRAFLAKS (INDIA) PVT. LTD.

Plot No. 1211, Road No. 60, Jubilee Hills,
Hyderabad-500 033. **Tel. : 23600774 / 65523553**

TIN : ~~36120960402~~
CST No. ~~NZB/08/0/1768/05-06~~
Valid from : ~~01-12-2005~~

DELIVERY CHALLAN

NO. 306 [306]

DATE : 15-03-23

To M/S MODI REALITY MALLAPUR LLP
Soham mansion M.G. Road Secunderabad-
Delivery address - Gulmohar Residency - 50003
GST No. 36AAFFM1459R1ZD
Cell no. 8309938133

UR Order No.: 20230307033
Date : 7-03-23

S. No.	Description of Goods	Pckg.	Qty.	Remarks
	Scratch plaster	25	Bag	
	Auto no. TS07UB1950			
	GSTIN-36AABCG4647F1ZH			

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 11629 Dt. 15/3/23
GRN No. 20230315027 Dt. 16/03/23
Received By......
Sign........

Received the above material in good condition.

Receiver's Sign. & Stamp

For GRAFLAKS (INDIA) PVT. LTD.

Works : Bollaram, Medak Dist.

Purchase Order

Original

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				
Graflex India Pvt. Ltd., Plot -1211,RD-60,Jublilee hills, Hyderabad Hyderabad,TG,500033 GSTIN:36AABCG4647F1ZP Samit Gangwal,9246363621,9849003568 giplhyd@gmail.com	PO No	20230307033	Quote No	Nil
	PO Date	07 Mar 2023	Quote Date	13 Mar 2023
	Supply Type		Requisition Num	20230307010

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PAIN4741-Paints-Texture-Scratch Plaster-Wallz-25kgs-Bags		25.00	540.00	0%	13,500	0%	9%	9%	0	1,215	1,215	15,930
									Total Amount ...	0	1,215	1,215	15,930

Rupees in words : Fifteen Thousands Nine Hundred And Thirty Only.

Terms and Conditions:-

Payment Terms :	After material delivery and on production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Within 3 days of PO
Delivery Location :	As per details given above
Transport:	Vendor to arrange transport. OR Purchaser to arrange transport at its cost.
Transportation Cost :	Included.
Advance Paid :	Nil
Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser

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.	Dated
211	**15-Mar-23**
Delivery Note: **306**	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.: **20230307033**	Dated: **7-Mar-23**
Dispatch Doc No.: **306**	Delivery Note Date: **15-Mar-23**
Dispatched through: **Vehicle**	Destination: **Gulmohar Residency**
Bill of Lading/LR-RR No.	Motor Vehicle No.: **TS07UB1950**
Terms of Delivery	

Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	**WALLZ Scratch Plaster**	**25 Bags**	540.00	Bags	**13,500.00**
	Transportation Charges				**1,500.00**
	SGST				**1,350.00**
	CGST				**1,350.00**
	Total	**25 Bags**			**₹ 17,700.00**

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 36 Date 5/4/23 Sign.

"TRUE COPY"

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

INR Seventeen Thousand Seven Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3209	15,000.00	9%	1,350.00	9%	1,350.00	2,700.00
Total	**15,000.00**		**1,350.00**		**1,350.00**	**2,700.00**

Tax Amount (in words) : **INR Two Thousand Seven Hundred 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.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

GRAFLAKS (INDIA) PVT. LTD.

Plot No. 1211, Road No. 60, Jubilee Hills,
Hyderabad-500 033. **Tel. : 23600774 / 65523553**

TIN : ~~36126960402~~

CST No. ~~NZB/08/0/4768/05-06~~

Valid from : ~~01-12-2005~~

DELIVERY CHALLA

NO. 306 [306

DATE : 15-03-23

To M/S MODI REALITY MALLAPUR LLP
Soham mansion M.G. Road Secunderabad -
Delivery address - Gulmohar Residency - 50003
GST NO. 36AAFFM1459R1ZD

Cell no. 8309938133

UR Order No. : 20230307038

Date : 7-03-23

S. No.	Description of Goods	Pckg.	Qty.	Remarks
	Scarch plaster	25	Bag	
	Auto no. TS07UB1950			

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 1629 Dt. 15/3/23
GRN NO. .... Dt. ....
Received By... Sign...

GSTIN-36AABCG4647F1ZH

Received the above material in good condition.

Receiver's Sign. & Stamp

For **GRAFLAKS (INDIA) PVT. LTD.**

Works : Bollaram, Medak Dist.

REDMI 10 | (GMR) 15/03/2023 14:31