PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/04/23	Prepared by	V. RAVI	Serial no.	**16379**
Supplier name	V. Vidya Shankar			HO inward no.	
Firm/Company	NRMLLP	Project	G.M.R	HO received date	
PO/WO date	20.09.22	PO/WO No.	92132	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	119	22.02.23	71,260.00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	71,260.00

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	117706	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:	71,260.00
Amount E – PO / WO value:	71,260.00
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	14/04/23.

Remarks: Final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		1[illegible]/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.

DI PROPERTIES PVT. LTD. C'BAD
INWARD
No. 399
Date 11/4/23
Sign

Form for closure of purchase order

PO no.: 92132 | PO date: 20/09/22 | Req. no.: 193833 | 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 117706 & Inward No: 11451 dtd 22/2/23.

☐ 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 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: 20/03/23

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: | Date: 4/4/23

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.	119	22/02/23	71,260-00	117706
2.				
3.				

Remarks: Need MD's Approval for enclosed bill.

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
SOHAM MODI
MANAGING DIRECTOR
11 APR 2023

TD : 76956

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

Sl. No. – site bills register	2085	Date - site bills Register	05/04/2023
Company Name:	MRMLLP	Site:	G.M.R.
Name of Contractor	Vidya Shankar		
Nature of work	Design false celling work done at C-Block		
Work done	From Date	2/2/2023	To Date 3/3/2023

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Towards C-Block					
2.	flat no - 301	122	495/-	sq.m	60,390/-	
3.	design false					
4.	celling work					
5.	done					
6.						
7.						
8.						
9.						
10.						
11.						
	Total:				60,390/-	

Bill required	☐ YES ☑ NO.	GST bill required	☐ YES ☑ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	92132	PO/WO date:	20/9/2022

Remarks : 1) All works completed

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date:	Date: 06/04/23	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
[illegible] 2023
(G.M.R.)

APPROVED BY
06 APR 2023
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, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimates and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

Purchase Order

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92132
16.09.22 3:01:06

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

Mr. V. Vidya Shankar
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,

GSTIN 36AEKPV0495G1Z2
9246889529

Doc No	92132	193833
Doc Date	20-09-2022	
Quote No	Nil	
Quote Date	13-09-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - - sqm	122.00	495.00	0.00	18.00	71,260.20
	Total Order Value . . .					**71,260.20**

Rupees : Seventy One Thousand Two Hundred Sixty and Paise Twenty Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% asadvance
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	35630/- vide cheque no_____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C 301 Flat false ceiling fixing work purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. V. Vidya Shankar***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	12-11-2022			
Site & Phase :	GMR	Time:	12:00			
Unit No./Block No.	G block					
Supplier:		Req. No.	208258			
Material required before date:	15.11.22	ID No.	81519			
S No	Item 93932	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLUM1543-Plumbing-CPVC-Pipe---40MM-Nos	12	0	12		
2	PLUM7780-Plumbing-CPVC-Pipe---32MM-Nos	20		20		
3	PLUM4602-Plumbing-CPVC-Coupling---40MM-Nos	18		18		
4	PLUM7466-Plumbing-CPVC-Long bend--40MM-Nos	4		4		
5	PLUM2599-Plumbing-CPVC-Solution---500gms-Nos	2		2		
6	PLUM1572-Plumbing-CPVC-Coupling---32MM-Nos	20		20		
7	PLUM7308-Plumbing-CPVC-Long bend--32MM-Nos	6		6		
8	HARD6912-Hardware-GI U Clamp+Nut+Washer---32x8MM-Nos	20		20		
9	HARD1852-Hardware-GI-U Clamp+Nut+Washer--40MM-Nos	30		30		
10				0		
Remarks:	For G block Bore, municipal & flushing water line purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Nagendar - 7674962386	Ram Prasad				
Approved By:						
Sign & Date:	12.11.2022	12 Nov 2022				

APPROVED
13 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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 Reality mallapur LLP
5-4-187/3 & 4 IInd floor soham
mansion

Party GSTIN: 36AAEFM1459R1ZP

Invoice No.: **119** Date 22/2/2023

D.C. No.________ Date________

P.O. No. 92132 Date 20/9/2022

Despatch Through________

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1.	Design False celling - Gypsum C-301		122	495	60,390	/-

Rupees In Words : Seventy one Thousand Two hundread Sixty Rupees only /-

TOTAL			60,390
SGST @	9	%	5,435
CGST @	9	%	5,435
IGST @	—	%	—
GRAND TOTAL			71,260 /-

Declaration :

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

Receiver's Signature

For VIDYA SHANKAR V.

Vidyashankar

Authorised Signature

Boduppal

Vidyashankar V