PURCHASE DIVISION
Advice for approval for credit to supplier

24/4/23

Date:	24/04/23	Prepared by	V. Ravi	Serial no.	16398
Supplier name	G.V.R.C			HO inward no.	
Firm/Company	MRM-LLP	Project	G.M.R	HO received date	
PO/WO date	07/02/23	PO/WO No.	96902	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1018	13/02/23.	1,72,789/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,72,789/-

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

MRN nos.:	117490	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:	1,72,789/-
Amount E – PO / WO value:	1,72,789/-
Amount F – Difference (A – E):	
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	25/04/23.
Remarks:	Final Bill & Close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		24/4/23.			
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.

...ODI PROPERTIES PVT. LTD.
INWARD
No. 1028
Date 24/4/23

Form for closure of purchase order

PO no.:	96902	PO date:	7/02/23	Req. no.:	208899	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	1174490.	
□ 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 received. Close the 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: A. Janaki	Sign: AJ	Date: 10/4/23

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: 20-04-2023

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.				
2.				
3.				

Remarks: Invoice to be got from vendor.

Prepared by: Ravi	Sign:	Date: 20/4/23

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
20 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 08-04-2023 17:07:02

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			
G V Reaserch Centers Pvt Ltd 5-4-187/3&4, II nd Floor, MG Road, Soham Mansion, Secunderabad-500003	**Doc No**	96902	208899
	Doc Date	07-02-2023	
GSTIN 36AAHCG4562D1ZP	**Quote No**	Nil.	
	Quote Date	07-02-2023	
040-66335551 5-4-187/3&4, II nd Floor, MG Road,	**SupplyType**	Supply	

Kind Attn : Madhu

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	623300 - DOOR-Doors - Fire rated door - Single leaf-- - 1200X2100mm - Sqm *1100X2100, Single leaf.*	8.00	18,304.00	0.00	18.00	172,789.76
				Total Order Value . . .		**172,789.76**

Rupees : One Lakh(s) Seventy Two Thousand Seven Hundred Eighty Nine and Paise Seventy Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% as advance payment.
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Rs: 1,72,790 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Shifting from GVRC to GMR - H Block purpose.
Completion Date	NA
Measurment	NA
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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***G V Reaserch Centers Pvt Ltd***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

96902
28.01.23 12:54:55

 07-02-2023 12:04:18

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			
GV Reserch Centers Pvt Ltd	**Doc No**	96902	208899
5-4-187/3&4, II nd Floor, MG Road, Soham Mansion, Secunderabad-500003	**Doc Date**	07-02-2023	
	Quote No	Nil.	
GSTIN 36AAHCG4562D1ZP	**Quote Date**	07-02-2023	
040-6835551 5-4-187/3&4, II nd Floor, MG Road,	**SupplyType**	Supply	

Kind Attn : Madhu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1623300 - DOOR-Doors - Fire rated door - Single leaf-- - 1200X2100mm - Sqm *1100X2100, Single leaf.*	8.00	18,304.00	0.00	18.00	172,789.76
Total Order Value . . .					**172,789.76**

Rupees: One Lakh(s) Seventy Two Thousand Seven Hundred Eighty Nine and Paise Seventy Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% as advance payment.
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs: 1,72,790 by Cheque/RTGS. Cheque no:________,dated________
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Shifting from GVRC to GMR - H Block purpose.
Completion Date	NA
Measurment	NA
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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For ***G V Reaserch Centers Pvt Ltd***

Name : ____

Name :

Date : / /

Requisition Form							
Company Name:	MRMLLP	Date:	06-02-2023				
Site & Phase	Gulmohar Residency	Time	3:00				
Unit No./Block No	h-block						
Supplier		Req. No	208899				
Material required before date	urgent	ID No					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	DOOR8870-Doors-Fire rated door Single leaf---1200X2100mm-Sqm	8	0	8			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks	Towards H-block fire safety door fitting work purose at corridor						
	Actual size is 1100X2100						
	Engineer	Project Manager		Purchase		MD	
Prepared By	G.Bhagath (8143458387)	Ramprasad					
Approved By							
Sign & Date							

06 FEB 2023

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

PO no: 96902

TAX INVOICE

M/s. GV Research Centers Pvt. Ltd. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003. GSTIN/UIN: 36AAHCG4562D1ZP	Invoice No. 1018 DC No. 1102 Purchase Order No. 96902	Date: 13/02/23 DC Date: 13/02/23 P.O. Date: 07/02/23.
Recipient Name: Modi reality mallapur LLp.		Mobile No:
Recipient Address:		
GST:	PAN:	Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	Fire rated door - single leaf		18%	8.00	18,304	1,41,687
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14					Total :	1,41,687
				Transportation Charges		~~15,551~~ -
				Hamali charges		-ve
				CGST		15,551/-
				SGST		15,551/-
				Total		1,72,789/-

Amount (in words) One lakh seventy two thousand and sevenEighty nine only.

For M/s. GV Research Centers Pvt. Ltd.

E. & O.E

"TRUE COPY"

G V RESEARCH CENTERS PVT. LTD. SEC'BAD

Authorised Signatory

Subject to Hyderabad Jurisdiction.