PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 26/4/23 | Prepared by | V. RAVI | Serial no. | 16419 |
| Supplier name | Modi Properties Pvt Ltd. | | | HO inward no. | |
| Firm/Company | MRMLLP | Project | G.M.R | HO received date | |
| PO/WO date | | PO/WO No. | | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1028 | 25/01/23 | 6814.50 | ✓ □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 6814.50. |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 116704. 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: | 6814.50 |
| Amount E – PO / WO value: | 6814.50 |
| 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 | 27/4/23 |
| Remarks: | final bill & close this Po. |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | [signature] | | | |
| Date | | 26/4/23 | | | |
| 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.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 1158
Date 26/4/23
Sign.

Form for closure of purchase order

| PO no.: | 96473 | PO date: | 25/01/23 | Req. no.: | 208805 | 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 | 116704. | |
| □ 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 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. Tanaki | 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: Raiyalan | Sign: | Date: 21-04-23 |
|---|---|---|

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. | 1028 | 25/01/23 | 6814.50 | 116704 |
| 2. | | | | |
| 3. | | | | |

Remarks: Invoice to be got from Vendor.

| Prepared by: Ravi | Sign: | Date: 25/4/23. |
|---|---|---|

**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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

# Purchase Order

 10-04-2023 11:02:57 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** | | | |
|---|---|---|---|
| Modi Properties Pvt Ltd | **Doc No** | 96473 | 208805 |
| 5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003 | **Doc Date** | 25-01-2023 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AABCM4761EZM | **Quote Date** | 25-01-2023 | |
| 040-66335551 | **SupplyType** | Supply | |

**Kind Attn : Narendar Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 414900 - MISC-Miscellaneous - Traffice Cone-- - 750MM - Nos<br>*300mm* | 5.00 | 1,155.00 | 0.00 | 18.00 | 6,814.50 |
| | | | | | **Total Order Value . . .** | **6,814.50** |

Rupees : Six Thousand Eight Hundred Fourteen and Paise Fifty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | With in 2days |
| **Delivery Location** | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, 8309938133 |
| **Penality For Delay** | Nil |
| **Transportation** | Included |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for peripheral road work 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 sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email. |

Accepted the above Terms And Conditions

For ***Modi Reality Mallapur LLP***

Authorised Signatory

For ***Modi Properties Pvt Ltd***

Date : __/__/____

Name : ____________________

DELIVERY CHALLAN

# M/s. MODI PROPERTIES PVT. LTD.

H.O. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003.
Tel : 040 - 6633 5551
Site Office: Sy. No.82/1, Mallapur, Main Road, Hyderabad - 500 076.

**GST : 36AABCM4761E1ZM**

M/s Ecard Modi Reality Mallapur LLP

Site: Gulmohar Residency Survey No:49, Mallapur Hyd. Next to NFC Railway Over Bridge.

| | | |
|---|---|---|
| DC No. | : | 1027 |
| Date | : | 25/01/23 |
| Vehicle No. | : | TS10UB3122 |
| P.O. / W.O. No. | : | 96473 |
| P.O. / W.O. Date | : | 25-01/2023 |

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Traffice Cone - 750mm | 5 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | 5. |

Received the above materials in good condition.

Received by : Shekar

Date : 25/01/2023.

Stamp:

INWARD
MODI REALTY MALLAPUR LLP
Ward No 1121 Dt. 31/1/23
MRN No 116704 Dt. 27/1/23
Received By... Sign...

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

# Purchase Order

 25-01-2023 2:43:22 PM Ori

96473
10.01.23 4:03:13

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 | | | |
|---|---|---|---|
| Modi Properties Pvt Ltd<br>5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003<br><br>**GSTIN** 36AABCM4761EZM<br>040-66335551 | **Doc No** | 96473 | 208805 |
| | **Doc Date** | 25-01-2023 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 25-01-2023 | |
| | **SupplyType** | Supply | |

**Kind Attn : Narendar Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 414900 - MISC-Miscellaneous - Traffice Cone-- - 750MM - Nos<br>*300mm* | 5.00 | 1,155.00 | 0.00 | 18.00 | 6,814.50 |
| | | | | | **Total Order Value . . .** | **6,814.50** |

Rupees : Six Thousand Eight Hundred Fourteen and Paise Fifty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | With in 2days |
| **Delivery Location** | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, 8309938133 |
| **Penality For Delay** | Nil |
| **Transportation** | Included |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for peripheral road work 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 sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email. |

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ________________

Accepted the above Terms And Conditions

For ***Modi Properties Pvt Ltd***

Name : ________________

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | MRMLLP | Date: | 25.01.2023 | | | |
| Site & Phase : | GMR | Time: | 10:52 | | | |
| Unit No./Block No. | Peripheral road | | | | | |
| Supplier: | | Req. No. | 208805 | | | |
| Material required before date | Urgent | ID No. | 83729 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | MISC9257-Miscellaneous-Traffice Cone---~~750mm~~-Nos | 5 | 0 | 5 | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | 96473 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | Towards peripheral road purpose at GMR site. As per MPL Sample | | | | | |
| | | | | | | |
| | Engineer | Project Manager M.Ramprasad | | Purchase | | MD |
| Prepared By: | A.Janaki | | | | | |
| Approved By: | | | | | | |
| Sign & Date: | 25-01-2023 | | | | | |

TRANSIT INVOICE

| | | |
|---|---|---|
| **M/s. MODI PROPERTIES PVT. LTD.**<br># 5-4-187/3 & 4, II Floor,<br>Soham Mansion, M.G. Road,<br>Secunderabad - 500 003.<br>**GSTIN/UIN: 36AABCM4761E1ZM** | Invoice No. 1028<br>DC No. 1027<br>Purchase Order No. 96473 | Date: 25/01/23<br>DC Date: 25/01/23<br>P.O. Date: 25/01/23 |

Recipient Name: Modi Reality Mallapur LLP    Mobile No: 1028

Recipient Address: Gulmohar Residency, Survey No. 19. Mallapur, Hyd Next to NFC Railway over Bridge

GST:    PAN:    Email:

| Sl. No. | Description of Goods & Services | HSN Code | GST Rate | Quantity | Rate | Amount |
|---|---|---|---|---|---|---|
| 1 | Traffic Cone - 750mm | | | 5 | 1,155 | 5,775 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | 5775 |
| | | | | Transportation Charges | | |
| | | | | Hamali charges | | |
| | | | | CGST 9% | | 519.75 |
| | | | | SGST 9% | | 519.75 |
| | | | | Total | | 6814 |

Amount (in words) Six Thousand. Eight Hundred Fourteen only.

For M/s. Modi Properties Pvt. Ltd.

"TRUE COPY"

MODI PROPERTIES PVT. LTD. SEC'BAD

Authorised Signatory

E. & O.E

Subject to Hyderabad Jurisdiction.