PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/4/23	Prepared by	V. RAVI	Serial no.	16418
Supplier name	G.V.R.C			HO inward no.	
Firm/Company	MRMLLP	Project	G.MR.	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1010	08/2/23	10,195-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,195-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117491 — 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:	10,195-00
Amount E – PO / WO value:	10,195.20
Amount F – Difference (A – E):	0.20
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:	find 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. 1159 Date 26/4/23 Sign.

Form for closure of purchase order

PO no.:	965-71	PO date:	30/01/23	Req. no.:	208839	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	117491	
□ 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. Janaki	Sign: AJ	Date: 10/04/23
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: 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.	1010	8/2/23	10195-20	117491
2.				
3.				

Remarks: Need MD's approval for enclosed invoice (Certified True copy)		
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

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 10-04-2023 10:29:48 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	**Doc No**	96571	208839
5-4-187/3&4, II nd Floor, MG Road, Soham Mansion, Secunderabad-500003	**Doc Date**	30-01-2023	
	Quote No	Nil	
GSTIN 36AAHCG4562D1ZP	**Quote Date**	30-01-2023	
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	220100 - GENE-General Items - Floor protector sheet-- - NA - Sqm *1 Role-30mtrs*	120.00	72.00	0.00	18.00	10,195.20
					Total Order Value . . .	**10,195.20**

Rupees : Ten Thousand One Hundred Ninty Five and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 15 days
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order materials for club house tiles protection 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 invoice must be sent to HO office or purchase site 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 : __/__/__

36AADEA... Hyderabad ... oors & Win...

TRANSIT 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. 1010 DC No. 1101 Purchase Order No. 76511	Date 08/02/23 DC Date 08/02/23 PO Date 30/01/23
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	Floor protecta sheet					
2		-	18%	120	72.60	10,195.20
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
				Transportation Charges		-
				Hamali charges		-
				CGST		
				SGST		
				Total		10,195.20/-

Amount (in words) Ten thousand one hundred and Ninety five Rupees only

INWARD
MODI REALTY MALLAPUR LLP
Ward No 11360 Dt. 8/2/23
MRN No 17492 Dt. 16/02/23
Received By... Sign...

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

"TRUE COPY"

GV RESEARCH CENTERS PVT LTD SEC'BAD.

Authorised Signatory

L & OL

Subject to Hyderabad Jurisdiction

Purchase Order

 30-01-2023 13:12:07

96571
28.01.23 12:54:52

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabac
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
G V Reaserch Centers Pvt Ltd	**Doc No**	96571	208839
5-4-187/3&4, II nd Floor, MG Road, Soham Mansion, Secunderabad-500003	**Doc Date**	30-01-2023	
	Quote No	Nil	
GSTIN 36AAHCG45622D1ZP	**Quote Date**	30-01-2023	
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
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					Total Order Value . . .	**10,195.20**

Rupees : Ten Thousand One Hundred Ninty Five and Paise Twenty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 15 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order materials for club house tiles protection 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 invoice must be sent to HO office or purchase site office .proof of delivery /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Veeru

Name : ______________

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	30-01--2023			
Site & Phase :	GMR	Time:				
Unit No./Block No	club house tiles protection purpose.					
Supplier:		Req. No.	208839			
Material required before date:	URGENT	ID No.	83806			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE2201-General Items-Floor protector sheet----Sqm	120	0	120		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	club house tiles protection purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G bhagath (8143458387)					
Approved By:						
Sign & Date:						

2mm or 3mm Role 20 mts

PO 096571.

APPROVED BY
30 JAN 2023
M. RAM PRASAD (G.M.R.)
Project Manager

APPROVED
30 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE