

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/4/23		Prepared by V. RAVI		Serial no.	
Supplier name M/s Leela Steel Railing & furniture.				HO inward no.	
Firm/Company MMRKUP		Project G.H.9		HO received date	
PO/WO date 19/01/23		PO/WO No. 96308		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	121	10/4/23	118,118 - 00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			118,118 - 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			-
Amount C – Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			118,118 - 00
Amount E – PO / WO value:			118,118 - 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		50% Advance paid.	
Remarks: final bill & close this PO.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		27/4/23			
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.



Form for closure of purchase order

PO no.: 96308	PO date: 19/01/23	Req. no.: 142544	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO			
☐ 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: Installation Report is Attached.			
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: D. Devi	Sign: D. Devi	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: 59,059/-	Date of payment: 30-01-2023	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants: 50% Advance paid but not bill Received.			
Prepared by: S. Nymiller	Sign: S. Nymiller	Date: 12/04/2023	
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
1.			
2.			
3.			
Remarks: Need Invoice from Vendor.			
Prepared by: Ravi	Sign: Ravi	Date: 13/4/23.	
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	MMRK-22P	Requisition nos.:	142544
Project:	GHT	PO no.:	96308
Supplier:	Mr. Mohan Ram	Material type:	Glass Balcony Railing

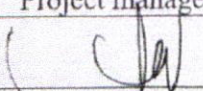
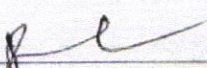
Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	06/04/23	1	Steel- Glass	900Hmm	91 Rft
2.			Balcony Railing		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 91 Rft

Remarks:

Flat no 314, 515, 316, 414, 415, 416
K 515 Railing work completed.

Approved by	Project manager	Security	Admin (Audit)
			

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

PROJECT MANAGER

Purchase Order

Page(s) 1 Of 1

07-04-2023 16:47:45

Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABL FM7631F173

Supplier Details

Mr. Mohan Ram

H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	96308	142544
Doc Date	19-01-2023	
Quote No	Nil	
Quote Date	18-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 394500 - STEL-Steel - Glass Balcony Railing-Stainless steel- - 900Hmm - Rft	91.00	1,100.00	0.00	18.00	118,118.00
Total Order Value . . .					118,118.00

Rupees : One Lakh(s) Eighteen Thousand One Hundred Eighteen Only.

Terms and Conditions :-

Specification /	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	50% as advance & balance 50% after delivery of all materials & completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bill.
Transportation	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 59,059/- to be pay vide cheque no. dt.22/08/2022.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above ordr for A-block flat no 114& 115 &116,117purpose.
Completion Date	Work shall be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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 delivery/DC can be sent by email.'

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 1 Of 1

23-01-2023 14:25:44



Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad
G S T No. : 36ABLFM7631F1Z3

96308
10.01.23 4:03:11

Supplier Details

Mr. Mohan Ram
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	96308	142544
Doc Date	19-01-2023	
Quote No	Nil	
Quote Date	18-01-2023	
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For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Name : _____

Date : ____/____/____

TAX INVOICE

Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE**Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items**

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer :M/s.: *Mehra & Modi Realty*
Kowtur LLP
Secunderabad

Invoice No.

121Date : *10/04/23*

Delivery Note :

Made of Payment :

Buyers Order No. : *96308*Date : *19/01/23*

Despatched Through:

Destination :

GST No. :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
	<i>Glass Balcony Railing</i> <i>Stainless Steel 900mm</i> <i>Rt-</i>	<i>7306</i>	<i>91</i>	<i>1100/-</i>	<i>1,00,100/-</i>

**GST No. : 36CRBPB0826R1Z0****Gross Value***1,00,100/-*Rupees in words: *one lakh Eighties*
thousand one hundred and
*Eighty only -*Add CGST *9* %*9,009/-*Add SGST *9* %*9,009/-*

Add IGST %

Terms & Conditions

- Our risk and responsibility ceases on delivery of goods and we are not responsible for damages, shortages or theft in transit.
- 27% Interest will be charged on bills remaining unpaid after due date
- Payments within.....days.

GRAND TOTAL*1,18,118/-***For LEELA STEEL RAILING & FURNITURE***Proprietor*