PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/05/23	Prepared by	V.RAVI	Serial no.	16425
Supplier name	Karunakar Reddy			HO inward no.	
Firm/Company	MRNLLP	Project	G.M.R	HO received date	
PO/WO date	17.10.22	PO/WO No.	93028.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	203	12.04.23	77,880-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	77,880-00
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:	–
Amount E – PO / WO value:	77,880-00
Amount F – Difference (A – E):	77,880-00
	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	
Remarks: final bill & close this po.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		02/05/23			
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. 1451
Date 3/5/23
Sign.

Form for closure of purchase order

PO no.: 93028		PO date:	17/10/22	Req. no.:	208055	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: 115918

□ 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 this 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:	Sign:	Date:

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: Rajyalaxmi	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.	417	03.01.23	36,000.00	115918
2.				
3.				

Remarks: Need Certified True copy from vendor.

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		
□	Accounts to be reconciled with supplier. Get supplier's ledger.	□	Keep PO open. Material awaited

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
- 8 APR 2023
SOHAM MODI
MANAGING DIRECTOR

 19-10-2022 10:41:23

Purchase Order

93028
18.10.22 2:23:35

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

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

GSTIN 36AKGPR0150G1ZD
NA NA
9440407992

Doc No	93028	208055
Doc Date	17-10-2022	
Quote No	Nil	
Quote Date	13-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	600.00	110.00	0.00	18.00	77,880.00
Rupees : Seventy Seven Thousand Eight Hundred Eighty Only.			**Total Order Value . . .**			**77,880.00**

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
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. 38,940/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block flat no 2 & 5 elevation work purpose.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
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 delivery/DC can be sent by email.'

For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

work order

APPROVED BY
22 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*
Authorised Signatory

Name :
Contact

Accepted the above Terms And Conditions
For *Karunakar Reddy*

Name :

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	14.10.2022			
Site & Phase:	Gulmohar Residency	Time:	16:00			
Flat/Block no.	F-Block /Flat.no 2&5					
Supplier:		Req. No.	208055			
Material required before date:	urgent	ID No.	80616			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
	BUIL7957-Building Material-Cement Fiber Board---150x3000MM-sft	600	0	600		
	93028					
10						
Remarks:	Towards F-Block /Flat.no 2&5 Elevation work puropose .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Rajesh.G	Ram Prasad				
Approved By:						
Sign & Date:	14.10.2022		13 OCT 2022			

APPROVED BY

APPROVED
22 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

21-02-2023 15:10:36

Purchase Order

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

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

GSTIN 36AKGPR0150G1ZD
NA NA
9440407992

Doc No	93028	208055
Doc Date	17-10-2022	
Quote No	Nil	
Quote Date	13-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	600.00	110.00	0.00	18.00	77,880.00
Rupees : Seventy Seven Thousand Eight Hundred Eighty Only.			**Total Order Value . . .**			**77,880.00**

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
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. 38,940/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block flat no 2 & 5 elevation work purpose.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
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 delivery/DC can be sent by email.'

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Karunakar Reddy***

Name : ______________________

Name : ______________________

Date : __/__/____

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

GST No. 36AKGPR0150G1ZD
e: Telangana State Code : 36.

Invoice No. 417
Invoice Date : 03/01/2023

Details of Receiver / Billed to. Modi Reality Mallapur LLP
P.No. 913028
Address:
Buyer GST No.: State Code

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Cement fiber board		600	60	36000

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 10569 Dt. 3/1/23
MRN No. 115918 Dt. 7/1/23
Sign
Received By

Total Amount	36000
Add CGST @ ....%	
Add SGST @ ....%	
Grand Total	

Rupees in words : thirty six thousand only

Terms & Conditions:
Goods once sold cannot be taken back or exchanged
Subject to Hyderabad Jurisdiction.
All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**
Signature

Accepted the above Terms And Conditions

For *Modi Reality Mallapur LLP*
Authorised Signatory

For *Karunakar Reddy*

Name : ______
Name : ______
Date : __/__/__

F-block

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	208055-
Project:	GMR	PO no.:	93028.
Supplier:	Kallinakal Reddy	Material type:	Cement fibel Boald.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	09/01/23		Cement fibel Boald.	6" X 10'	600
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	600/sft

Remarks: Painting work incompleted (F-Block).

Approved by	Project manager	Security	Admin (Audit)
		10569	3/1/23

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.

TAXABLE INVOICE

Ph : 9440407992

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

Seller GST No. **36AKGPR0150G1ZD**
State: Telangana State Code : 36.

Invoice No. 203
Invoice Date : 12/04/2023

Details of Receiver / Billed to. Modi Reality Mallapur LLP
Address: P.No. 93028
Buyer GST No. 36AAEFM1459R1ZP State.......... Code..........

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Cement fiber board				
	F - Block Flat no. 2.5		600	110	66000

Rupees in words : Seventy seven thousand eight hundred eight only.

Total Amount	66000
Add CGST @ 9 %	5940
Add SGST @ 9 %	5940
Grand Total	77880

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

V. Karunakar Reddy

Signature

F-block

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	208055
Project:	GMR	PO no.:	93028
Supplier:	Kalunakar Reddy	Material type:	Cement fiber Board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	09/01/23		Cement fiber Board	6" x 10'	600
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	600/sft

Remarks: Painting work incomplete (F-Block)

INWARD
MYLAPUR LLP
3/1/23
10569
15918
Received

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.

Purchase Order

Original / Office Copy / Purchase Div.Copy

9-1-23 02:43:00 PM

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

etails

Reddy
0/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

NA

5AKGPR0150G1ZD

9440407992

Doc No	93028	208055
Doc Date	17-10-2022	
Quote No	Nil	
Quote Date	13-04-2022	
SupplyType	Supply	

: **Mr. Karunakar Reddy**

Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
Miscellaneous - Cement Fiber board - NA - sft x 10' length	600.00	110.00	0.00	18.00	77,880.00
		Total Order Value . . .			**77,880.00**

Seventy Seven Thousand Eight Hundred Eighty Only.

I Conditions :-

on / Items shall be of V-Plank brand cement fiber board. 8mm thick.

erms 50% as advance & balance 50% on completion of work.

All taxes included in above price.

ate Within 6days.

ocation Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security ________, 8309938133

or Delay Nil

ation Included in the above price

Nil

Paid Rs. 38,940/- advance to be pay vide cheque no. , dtd.

ms We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block flat no 2 & 5 elevation work purpose.

on Date Work shall be completed within 7 working days from the date of the work order.

ent Nil

Nil

'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.'

TAXABLE INVOICE

Ph : 9440407992

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

o. 36AKGPR0150G1ZD
ana State Code : 36.

Invoice No. 417
Invoice Date : 03/01/2023

ceiver / Billed to. Modi Reality Mallapur LLP
P.No. 9|3098

No.: .... State............ Code..........

Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
ement fiber board		600	60	36000

INWARD
MODI REALTY MALLAPUR LLP
Ward No 20589 Dt 3/1/23
MRN No 115918 Dt 7/1/23
Received By ... Sign ...

in words : thirty six thousand only

Total Amount	36000
Add CGST @ ....%	
Add SGST @ ....%	
Grand Total	

& Conditions:
once sold cannot be taken back or exchanged
t to Hyderabad Jurisdiction.
overdue bill charged @ 24% per annum

For VELDI KARUNAKAR REDDY

V. [signature]
Signature