PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/05/23	Prepared by	V. RAVI	Serial no.	17530
Supplier name	M/s Leela Steel Railing & furniture			HO inward no.	
Firm/Company	MMRKLLP	Project	G.H.P	HO received date	
PO/WO date	06.12.22	PO/WO No.	94747.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	096	04.12.22	86,730-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	86,730-00
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:	86,730-00
Amount E – PO / WO value:	86,730-00
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 P.O.

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

APPROVED BY
- 6 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

MODI PROPERTIES PVT. LTD.
INWARD
No. 1532
Date 5/5/23
Sign.
SEC'BAD

Form for closure of purchase order

PO no.:	94747	PO date:	06/12/22	Req. no.:	142430	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							
☑ 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:							

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: 13/03/23.
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: 43365/-	Date of payment: 23-12-2022
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: 50% Advance paid but not bill Received.

Prepared by:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: S. Nirmala	Sign: S. Nirmala	Date: 20/03/2023

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Certified True copy to be got from vendor.

Prepared by: Ravi	Sign:	Date: 21/03/23

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
23 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	142430
Project:	GHT	PO no.:	94747.
Supplier:	Mr.Mohan Ram	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	19/12/22	1	Stainless Steel Railing	900H	165 Rft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	165 Rft.

Remarks: 3m Staircase Flat no 06 to 07.
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.

19 DEC 2022
A. SURESH
PROJECT MANAGER

 06-12-2022 4:35:39 PM

94747

29.11.22 5:44:33

.Copy

Purchase Order

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

Supplier Details			
Mr. Mohan Ram	**Doc No**	94747	142430
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	06-12-2022	
	Quote No	Nil	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	05-12-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft	210.00	350.00	0.00	18.00	86,730.00
					Total Order Value . . .	**86,730.00**

Rupees : Eighty Six Thousand Seven Hundred Thirty 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
Penality For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% plty 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. 43,365/- to be pay vide cheque no
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for B-block 3 meter staircase railing work purpose.
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

Veeru

Name :

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name :

Date : __/__/____

Requisition Form						
Company Name:	MMRK -LLP	Date:	2022-12-05			
Site & Phase :	GHT	Time:	10-30 AM			
Unit No./Block No.	B					
Supplier:	MOHAN RAM	Req. No.	142430			
Material required before date:	2022-12-09	ID No.	82180			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	70		70		
2	94747					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	B BLOCK 3METER STAIIRCASE RAILING WORK PURPOSE					
	(FLAT NO106 TO 107 AREA)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	DEVI			APPROVED 06 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE		
Approved By:	A SURESH					
Sign & Date:	2022-12-05					

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.: MOHAN & MODI Realty KOWKUR C/P GST No. : 36ABLFM7631F1Z3	Invoice No. 096	Date : 4-12-2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 94747	Date : 5-12-2022
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	STEL Railing	7306	210	350	73500/-

For LEELA STEEL RAILING
मोहनराम
Proprietor

GST No. : 36CRBPB0826R1ZO	Gross Value		73500
Rupees in words: Eight six Thousand seven hundred Thirty only.	Add CGST	9 %	6615/-
	Add SGST	9 %	6615/-
	Add IGST	%	
	GRAND TOTAL		86730

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within..........days.

For LEELA STEEL RAILING & FURNITURE

"TRUE COPY"

मोहनराम
Proprietor