

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		12/05/23		Prepared by		V. RAVI		Serial no.		17544	
Supplier name		Cemex Infra.						HO inward no.			
Firm/Company		MCS		Project		Green Power		HO received date			
PO/WO date		05/04/22		PO/WO No.		87077		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	01			03/5/23		19,200/-			☒ Yes ☐ No		
2.									☐ Yes ☐ No		
3.									☐ Yes ☐ No		
4.									☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):								19,200/-			
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:								19,200.00			
Amount E – PO / WO value:								38,400.00			
Amount F – Difference (A – E):								19,200.00			
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				18/5/23							
Remarks: Supplier at itself paid bill recd. so they paid bill to be processed in to accounts.											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:				V. RAVI							
Sign:											
Date				12/5/23.							
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 weightment 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.: 87077	PO date: 05/04/2022	Req. no.: 183471	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: Material received at site & work done				
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: Menakhi .nl	Sign: [Signature]	Date: 13/04/2023		
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.				
4.				
Remarks by Accountants:				
Prepared by: Shaik Hisham	Sign: [Signature]	Date: 17/04/23		
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.				
2.				
3.				
Remarks: Need certified true copy from Vendor.				
Prepared by: Ravi	Sign: [Signature]	Date: 17/4/23.		
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: [Signature]		



Purchase Order

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05-04-2022 3:10:55 PM

Orig



04.04.22 1:33:42

From Company : **Mody Consultancy Services**

5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.

G S T No. :

Supplier Details

CEMEX INFRA

Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301

8367099999

9848210686

Doc No 87077 183471

Doc Date 05-04-2022

Quote No NIL

Quote Date 05-04-2022

SupplyType Supply

Kind Attn : **G.Surendar Reddy**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1. 1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. DLC-M10	12.00	3,200.00	0.00	0.00	38,400.00
Total Order Value . . .					38,400.00

Rupees : Thirty Eight Thousand Four Hundred Only.

Terms and Conditions :-

Specification / Brand Concrete mix shall be of 'Cemex' Ready Mix Concrete.

Payment Terms Within 30 days of delivery of all materials & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Greens Towers. Contact Person Mr Rajshekhar Reddy-9618953550.

Begumpet Main Road, Hyd. Opp. Hyderabad Public School.

Phone: 66335551

Penalty For Delay Bills must be submitted to H.O. within 30days of supply of material.10% pty on value of order will be deducted in delay submission of bills.

Transportation Cost Included in the above price

Warranty Nil

Advance Paid Nil

Other Terms Payment will be made only after inspection of material.Above order for Towards front side road&ramp towards varun towers levelling 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 delivery/DC can be sent by email.'

For **Mody Consultancy Services**

Authorised Signatory

Name :

05/04/2022

Name :

Accepted the above Terms And Conditions

For **CEMEX INFRA**

Date : / /

Requisition Form

Company Name:		MCS		Date:	01-04-2022
Site & Phase :		GREENS TOWERS		Time:	10:30 AM
Supplier				Req. No.	183071
Material required before date:		Urgent		ID No.	75282
No	Description	Size	Quantity	Units	Inward No
1	DLC	STD	400	CFI	
PO 87077 12/04/2022 APPROVED BY 01 APR 2022 SOHAM MOJI MANAGING DIRECTOR					
Remarks : Towards front side road&ramp towards varun towers levelling purpose.					
Prepared By		NIKIL		Approved by	
Sign.& Date		01-04-2022		Sign. & Date	
Note: On receipt of material at site write inward number and date in last 2 columns.					

TAX INVOICE

CEMEX INFRA		BILL NO-1	Dated 03-May-2023		
Rampally Vill					
Keesara Mdl, Medchal Dist-501 301		PO NO - 87077-183471			
Buyer					
Modi Consultancy Services					
5-4-182/3&4, II Floor, M.G. Road,					
Secunderabad-5000003					
S.NO	Description of Goods	HSN/SAC	Quantity	Rate	Amount
1	DLC		6.00 cum	3200.00	19200.00
					Rs 19200.00
BANK DETAILS					
NAME : CEMEX INFRA					
BANK: UNION BANK OF INDIA					
A/C: 261611100001529					
IFSC CODE : UBIN0826162					
BRANCH : RAMPALLE					
Tax Amount (in words) :		INR Nineteen Thousand Two Hundred Only			
FOR CEMEX INFRA					
 "TRUE COPY"					
Authorized Signatory					

Modi Consultancy (Ranigunj)					
Ledger Account					
Date	DC NO	V.NO	Quantity	Rate	DLC
27/08/2022	897	6351	2.00 cum	3200.00/cum	6400.00
27/08/2022	898	2975	2.00 cum	3200.00/cum	6400.00
28/08/2022	905	2975	2.00 cum	3200.00/cum	6400.00
			6.00 cum		19200.00