PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/05/23	Prepared by	V. RAVI	Serial no.	17951
Supplier name	V. Vidya Shankar.			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R.	HO received date	
PO/WO date	22.10.22	PO/WO No.	93169.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	116	12.01.23	87,616-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			87,616-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	116187.	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:			87,616-00
Amount E – PO / WO value:			87,615.00
Amount F – Difference (A – E):			1-00
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	100% Advance paid.		
Remarks:	find bill & close this P.O.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		16/5/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
18 MAY 2023
SOUNDAR MOHAN
MANAGING DIRECTOR

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.

...DI PROPERTIES PVT. LT...
INWARD
No. 2013
Date 15/5/23

Form for closure of purchase order

PO no.: 93169		PO date: 22/10/22		Req. no: 208098		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: Total material received							

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: SK. Goushe	Sign:	Date: 08.05.23

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: 95,593	Date of payment: 31-03-23

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: Rajyalakshmi	Sign:	Date: 15-05-23

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.	116	12.01.23	87,616.60	116187.
2.				
3.	Need Approval for enclosed Invoice.			

Remarks: Invoice to be got from vendor.

Prepared by: Ravi	Sign:	Date: 15/5/23

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
15 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	208098
Project:	GMR	PO no.:	93169.
Supplier:	Vidya Shankar.	Material type:	false ceiling.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	23/10/22	club	Design false ceiling.	Sqm	150.
2.		house			
3.		9th			
4.		floor			
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	150 Sq.m.

Remarks: All works completed.

INWARD
MODI REALTY MALLAPUR LLP
Inward No 10642 Dt 12/1/2
GRN No 10187 Dt 12/1/23
Received By... Sign...

Approved by	Project manager	Security	Admin (Audit)

APPROVED BY
11 JAN 2023

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.

... | POD available | □Y/□N

Purchase Order

 06-05-2023 16 39 12

Original / Office Copy / Purchase Div.Copy

rom 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

Mr. V. Vidya Shankar
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,

GSTIN 36AEKPV0495G1Z2

9246889529

Doc No	93169	208098
Doc Date	22-10-2022	
Quote No	Nil	
Quote Date	15-09-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - - sqm	150.00	495.00	0.00	18.00	87,615.00
				Total Order Value . . .		**87,615.00**

Rupees : Eighty Seven Thousand Six Hundred Fifteen Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% asadvance
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	One year on workmanship
Advance Paid	43,615/- vide cheque no_____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House first floor design false ceiling work (Baquet Hall) purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. V. Vidya Shankar***

Name : ______________

Name : ______________

Date : __/__/____

GSTIN:36AEKPV0495G1ZD [illegible] TAX INVOICE Cell : 9248889529

VIDYA SHANKAR V.

INTERIORS

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.
E-mail : vidyashankar3256@gmail com

M/s. Modi Realty [illegible] llp

Invoice No 116 Date [illegible]

D.C. No ______ Date ______

P.O. No 93,169 Date [illegible]

Party GSTIN: 36AAEF[illegible]

Despatch Through ______

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps
1)	Club house 1st floor [illegible] [illegible] [illegible] false ceiling work		~~[illegible]~~ 150 sq m	[illegible]	[illegible]	

12/01/23

10642

116187

12/01/23

Rupees in Words : [illegible] thousand six hundred sixteen rupees only /-	TOTAL	[illegible] /-
	SGST @ 9 %	[illegible]
	CGST @ 9 %	[illegible]
	IGST @ %	
	GRAND TOTAL	[illegible]

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

For VIDYA SHANKAR V.

VidyaShankar

Authorised Signature

Purchase Order

 26-10-2022 15:25:18

93169
18.10.22 2:23:36

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			
Mr. V. Vidya Shankar	**Doc No**	93169	208098
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,	**Doc Date**	22-10-2022	
	Quote No	Nil	
GSTIN 36AEKPV0495G1Z2	**Quote Date**	15-09-2022	
9246889529	**SupplyType**	Supply And Installation	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - - sqm	150.00	495.00	0.00	18.00	87,615.00
					Total Order Value . . .	**87,615.00**

Rupees : Eighty Seven Thousand Six Hundred Fifteen Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% asadvance
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	One year on workmanship
Advance Paid	43,615/- vide cheque no_____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House first floor design false ceiling work (Baquet Hall) purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ______________________

Contact

Accepted the above Terms And Conditions

For *Mr. V. Vidya Shankar*

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	21-10-2022			
Site & Phase :	GMR	Time:	09:30			
Unit No./Block No.	Club house					
Supplier:	vidya shankar	Req. No	208098			
Material required before date:		ID No.	80773			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL1535-Building Material-Design False Ceiling-Gypsum---Sqm	150	0	150		
2						
3						
4						
5						
6						
7	93169					
8						
9						
10						
Remarks:	Towards club house first floor design false celing work purpose(Banquet hall)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G Bhagath					
Approved By:						
Sign & Date:						

APPROVED BY
21 OCT 2022

Club House

Cell : 9246889529

GSTIN:36AEKP[illegible]5G1[illegible] TAX INVOICE

VIDYA SHANKAR V.

36AEKPV0495G1Z2 **INTERIORS**

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.

36AEKPV0495G1Z2 E-mail : vidyashankar3256@gmail.com

M/s. : modi Realty mallapur llp.

Invoice No.: 116 Date 12/01/23

D.C. No.______ Date______

P.O. No. 93169 Date 22/10/22

Despatch Through AP28TE3422

Party GSTIN: 36AAEFM1459R1ZP.

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1)	Club house 1st floor (Banquet hall), Design false ceiling work.		~~[illegible]~~ ~~[illegible]~~ 150 sq.m	495	74,250/-	

INWARD
MODI REALTY MALLAPUR LLP
Ward No 10042 Dt 12/1/23
MRN No 116187 Dt 12/1/23
Received By... Mozes Sign....

TOTAL	74,250/-
SGST @ 9 %	6,683/-
CGST @ 9 %	6,683/-
IGST @ %	
GRAND TOTAL	87,616/-

Rupees In Words : Eight seven thousand six hundred sixteen rupees only /-

"TRUE COPY"

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

VIDYASHANKAR. V Boduppal

For VIDYA SHANKAR V.

Vidyashankar

Authorised Signature