PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/5/23	Prepared by	V. RAVI	Serial no.	17955
Supplier name	Vidya Shankar. V			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R	HO received date	
PO/WO date	15.09.22	PO/WO No.	93170	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	131	10.04.23	87,615/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	87,615-00
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:	87,615-00
Amount E – PO / WO value:	87,615-00
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:		[signature]			
Date		17/5/23			
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 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.

ODI PROPERTIES PVT. LTD.
INWARD
No. 2024
Date 17/5/23
Sign.
SEC'BAD

Form for closure of purchase order

PO no.: 93170	PO date 02/10/22	Req no.: 808095	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. Gotshe	Sign:	Date: 11/05/23

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:	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: Rajyalaxmi	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.				
2.				
3.				

Remarks: Invoice to be get from Vendor, Need Approval for enclosed Invoice.

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

Purchase Order

 05-05-2023 16 54 42 Original : Office Copy / Purchase Dis 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			
Mr. V. Vidya Shankar	**Doc No**	93170	208099
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

Accepted the above Terms And Conditions

For *Mr. V. Vidya Shankar*

Name : ______________________

Name : ______________________

Date : __/__/____

TAX INVOICE

VIDYA SHANKAR V.

INTERIORS

TOTAL	[illegible]
SGST @ %	[illegible]
CGST @ %	[illegible]
IGST @ %	
GRAND TOTAL	[illegible]

For VIDYA SHANKAR V.

Receiver's Signature

Authorised Signature

Purchase Order

 26-10-2022 15:25:18

93170
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**	93170	208099
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.	208099			
Material required before date:		ID No.	80770			
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	93170					
6						
7						
8						
9						
10						
Remarks:	Towards club house first floor design false celing work purpose(lobby & dinning)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G Bhagath					
Approved By:						
Sign & Date:						

APPROVED BY
21 OCT 2022
M. RAM PRASAD (G.M.)
Project Manager

GSTIN: 36AEKPV0495G1ZD 22 **TAX INVOICE** Cell : 9246889529

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 MALLAPUR LLP

Party GSTIN: 36AAEFM4459R1ZP

Invoice No.: 131 Date 10-04-23

D.C. No. 001 Date 22-10-23

P.O. No. 93170 Date 15-09-22

Despatch Through TS13UB7781

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
	Design false ceiling clubhouse 1st floor		150 sqm	495	74,250	

INWARD
MODI REALTY MALLAPUR LLP
Ward No 9755 Dt 10/4/23
MRN NO .... Dt.........
Received By........ Sign.........

Rupees In Words : eighty seven thousand six hundred fifteen Rupees only -

TOTAL		
SGST @ 9 %	6682	
CGST @ 9 %	6682	
IGST @ %		
GRAND TOTAL	87,615	

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.

Vidya Shankar

Authorised Signature