PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/5/23	Prepared by	V. RAVI	Serial no.	17954
Supplier name	V. Vidya Shankar.			HO inward no.	
Firm/Company	MRM LLP	Project	G.M.R.	HO received date	
PO/WO date	05.12.22	PO/WO No.	94669.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	134	10/04/23	42,552-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			42,552-00
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:			42,552-00
Amount E – PO / WO value:			42,639.30
Amount F – Difference (A – E):			87-00
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	20/5/23.		
Remarks:	final bill & close this P.O.		

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

APPROVED BY
16 MAY 2023
SOHAM MODI
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 2011
Date 16/5/23
Sign.

Form for closure of purchase order

PO no.:	94669	PO date:	5/12/22	Req no.:	208341	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	Work order - Bill done PO: 77123.	
□ 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: Meenakshi	Sign:	Date: 11/5/23

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: 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.	134	10/4/23	42,552-00	
2.				
3.				

Remarks: Invoice to be got 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

Form for closure of purchase order dt 09-03-23 ver5.docx

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	208341
Project:	GMR	PO no.:	94669
Supplier:	V Vidya Shakar	Material type:	False celing gypsum

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	11/5/23	G-503	False celing gypsum.	-	73 sq.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	73.sq.m

Remarks: 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.

Purchase Order

06-05-2023 16:39:12 | Original / Office Copy / Purchase Div.Copy

m 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	94669	208341
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,	Doc Date	05-12-2022	
	Quote No	Nil	
GSTIN 36AEKPV0495G1Z2	Quote Date	05-12-2022	
9246889529	SupplyType	Supply	

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	73.00	495.00	0.00	18.00	42,639.30
				Total Order Value . . .	**42,639.30**

Rupees : Fourty Two Thousand Six Hundred Thirty Nine and Paise Thirty 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 G-Block flat no-503 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	

Accepted the above Terms And Conditions

For ***Modi Reality Mallapur LLP***

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

Authorised Signatory

Date : __/__/____

Name : ____________

Name : ____________

[redacted]

Purchase Order

 05-12-2022 12:20:21 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			
Mr. V. Vidya Shankar	**Doc No**	94669	208341
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,	**Doc Date**	05-12-2022	
	Quote No	Nil	
GSTIN 36AEKPV0495G1Z2	**Quote Date**	05-12-2022	
9246889529	**SupplyType**	Supply	

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	73.00	495.00	0.00	18.00	42,639.30
					Total Order Value . . .	**42,639.30**

Rupees : Fourty Two Thousand Six Hundred Thirty Nine and Paise Thirty 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.
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Advance Paid	43,615/- vide cheque no_____
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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 : _______________________

Accepted the above Terms And Conditions

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

Name : _______________________

Date : __/__/____

GSTIN:36AEKPV0495G1~~CD~~ Z2 **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 Reality Reality LLP	Invoice No.: 134 Date 10/04/23
	D.C. No.______ Date______
	P.O. No. 94669. Date 12/02/22
Party GSTIN: 36AAEFM1459R1ZP	Despatch Through TS13 UB 7781

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
	Desigen False Ceiling. G BOLOK 503		73 Sq.m	494	36062	
				TOTAL	36062	
				SGST @ 9 %	3245	
				CGST @ 9 %	3245	
				IGST @ %		
				GRAND TOTAL	42552	

INWARD
MODI REALTY MALLAPUR LLP
Ward No 7666 Dt. 13/12/22
MRN No ______ Dt. ______
Received By... Sign....

Rupees In Words : Forty two Thousand Five hundred Fifty Two only

For VIDYA SHANKAR V.
Vidya Shankar
Authorised Signature

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

Receiver's Signature

GSTIN: 36AEKPV0495G1Z0 Z

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. Noble Realty Realty LLP

Party GSTIN: 36AAFFN1459R1ZP

Invoice No.: 134 Date: 10/04/23

D.C. No. ________ Date ________

P.O. No. 2093031400 Date 17/02/23

Despatch Through TS13 UA 3781

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
	Design False Ceiling @ Nolok 503		73 Sq.m	444	36062	
				TOTAL	36062	
				SGST @ 9 %	3245	
				CGST @ 9 %	3245	
				IGST @ %		
				GRAND TOTAL	42552	

Rupees In Words : Forty two Thousand Five Hundred Fifty Two only

For VIDYA SHANKAR V.

Vidya Shankar

Authorised Signature

Receiver's Signature

Declaration :

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

Requisition Form

Company Name:	MRMLLP	Date:	23.11.2022
Site & Phase :	Gulmohar Residency	Time:	12:00
Flat/Block no.	G-Block /503		
Supplier:	Vidyashanker	Req. No.	208341
Material required before date:	urgent	ID No.	82150

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
	94665					
1	BUIL1535-Building Material-Design False Ceiling-Gypsum---sqm	73	0	73		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: Towards G-Block flat.no 503 false ceiling work purpose.

	Engineer	Project Manager	Purchase	MD
Prepared By:	Gosika Rajesh	Ram Prasad		
Approved By:				
Sign & Date:	23.11.2022			

APPROVED BY NOV 2022

M. RAM PRASAD, G.M.R.

Project Manager

APPROVED

05 DEC 2022

P. VENKATESHWARLU

MANAGER PURCHASE