

ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	88472	Prepared by	NARENDER	Serial no.	
Supplier name	VR Inbra concrete			HO inward no.	
Firm/Company	MRMLLP	Project	C/MR	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	0111/2022-23	09-06-22	79,800 - W	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	108471, 108472, 108473		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:					
79,800 - W					
Amount E – PO / WO value:					
84,000 - W					
Amount F – Difference (A – E):					
4200 - W					
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					
Remarks:					
1 M ³ short received, so close this po.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		NARENDER			
Sign:					
Date		01/11/23			
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.



Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 88472	PO date: 21/05/22	Req. no.: 193256	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice available ☒ Y/ ☐ N	original ☒ 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: Nagarajan	Sign: Nagarajan	Date: 31/10/23	
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
1.			
2.			
3.			
4.			
Remarks by Accountants:			
Prepared by: Rajyalakshmi	Sign: Rajyalakshmi	Date: 31/10/23	
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
1.	0111/22-23	09/06/22	79,800 - 40
2.			
3.			
4.			
5.			
Remarks: Read your approval for certified true copy to be get from supplier.			
Prepared by: Ravi	Sign: Ravi	Date: 31/10/2023	
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	

APPROVED BY
- 1 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

11-10-2023 16:14:15

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

VR Infra Concrete

SY NO 40, near nalla malla reddy engg college, kachavani sangram(v), Ghatkesar, Medchal.

GSTIN 0

8309408403

Doc No	88472	193256
Doc Date	21-05-2022	
Quote No	NIL	
Quote Date	21-05-2022	
SupplyType	Supply	

Kind Attn : **Mr Satyanarayana**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. M-20	20.00	4,200.00	0.00	0.00	84,000.00
Total Order Value . . .					84,000.00

Rupees : Eighty Four Thousand Only.

Terms and Conditions :-

Specification / All items shall be of ____ brand/company

Payment Terms Within 30 days of delivery.

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Gulmohar Residency

Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge

Phone Contact Security _____ 8309938133

Penalty For Delay Nil

Transportation Included in the above price

Warranty Nil

Advance Paid NIL

Other Terms Payment will be made only after inspection of material. Above material for E-Block Driveway tie beams work purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks Delivery at GMR-Mallapur Contact Person Mr Ramprasad-8309938133

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **VR Infra Concrete**

Name : _____

Name : _____

Date : ____/____/____

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Quantity	Units	D/C No	P.O. No	Vehicle No	Delivered by	Received by
00	100	2807		25-03	pony	pony
0	20	1606		8, Air	ma	pony
03	20	1805		2	ma	pony
03	20					
03	20					
01	20					
08	20					
20	20	20576	887511	75-08		pony
32				14 2978		
16						
20						
32						
64						
16						
16						
01	20	20569	82566	22	ma	pony
02						

Station	Time	Wind	Temp	Humidity	Pressure	Clouds	Remarks
8565	11:44	W	10.0	100%	1010	0	Clear
8566	11:45	W	10.0	100%	1010	0	Clear
8567	11:46	W	10.0	100%	1010	0	Clear
8568	11:47	W	10.0	100%	1010	0	Clear
8569	11:48	W	10.0	100%	1010	0	Clear
8570	11:49	W	10.0	100%	1010	0	Clear
8571	11:50	W	10.0	100%	1010	0	Clear
8572	11:51	W	10.0	100%	1010	0	Clear
8573	11:52	W	10.0	100%	1010	0	Clear
8574	11:53	W	10.0	100%	1010	0	Clear
8575	11:54	W	10.0	100%	1010	0	Clear
8576	11:55	W	10.0	100%	1010	0	Clear
8577	11:56	W	10.0	100%	1010	0	Clear
8578	11:57	W	10.0	100%	1010	0	Clear
8579	11:58	W	10.0	100%	1010	0	Clear
8580	11:59	W	10.0	100%	1010	0	Clear

Company/ firm:	Modi Realty Mallapur LLP	Block No.:	B&D
Project:	Gulmohar Residency	Flat / Villa no.:	-
Supplier:	VR INFRA	Slab no.:	-
Requisition nos.:	193256	A. Estimated quantity:	Drive way & retaining wall work purpose.
PO nos.:	88472	B. Requisition quantity:	20M3 (M20)
Sign of security	Sign of Admin	C. Actual quantity poured	20M3 (M20)
		D. Difference (C-A)	19M3

Details of RMC pour

Sl.	Date	Time of dispatch h from RMC plant	Time of receipt at site	Time of pour	Quantity poured	De No. / Batch no.	Specified wt @2400 kgs/m ³	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m ²	28 days cube test strength in kN/m ²
1.	09.06.22	13:22	14:16	14:25	7M3	2601	16800	16740	-60			
2.	09.06.22	14:44	15:35	15:45	7M3	2603	16800	16560	-240			
3.	09.06.22	16:23	16:45	17:00	5M3	2607	12000	12390	+390			
4.												
5.												
6.												
7.												
8.												
9.												
10.												
Total					19M3		45600	45690	+90			
Remarks												

Note: 1. Report to be sent on a daily basis to purchase/modi.realty@modiproperties.com and report@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weight all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/m³. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weightment slips + pour reports + test reports + photographs at site.

Tax Invoice

VR INFRA CONCRETE
H.NO 8-118, HEMA NAGAR MIYAPUR
BODUPPAL, GHATKESAR MANDAL,
MEDCHAL MALKAJGIRI DIST
GSTIN/UIN: 36AARFV6250E1ZV
State Name : Telangana, Code : 36
E-Mail : VRINFRACONCRETE@GMAIL.COM

MODI REALTY MALLAPUR LLP
5-4-187/3 AND 4, 2ND FLOOR
SOHAM MANTION, MG ROAD
SECUNDERABAD
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
0111/2022-23		9-Jun-22
Delivery Note		Mode/Terms of Payment
Reference No. & Date.		Other References
88472 dt. 21-May-22		
Buyer's Order No.		Dated
Dispatch Doc No.		Delivery Note Date
Dispatched through		Destination
Bill of Lading/LR-RR No.		Motor Vehicle No.
88472 dt. 21-May-22		
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	RMC M-20	38245010	19.00 CM	3,559.32	CM		67,627.11
	OUTPUT CGST @9%			9 %			6,086.44
	OUTPUT SGST @9%			9 %			6,086.44
	ROUND OFF						0.01
	Total		19.00 CM				Rs 79,800.00
	Amount Chargeable (in words)						E. & O.E
	INR Seventy Nine Thousand Eight Hundred Only						

HSN/SAC	Taxable Value	CGST	SGST/UTGST	Total
38245010	67,627.11	Rate 9%	Amount 6,086.44	Rate 9%
		Amount 6,086.44	Amount 6,086.44	Amount 12,172.88
Total	67,627.11	6,086.44	6,086.44	12,172.88

Tax Amount (in words) : INR Twelve Thousand One Hundred Seventy Two and Eighty Eight paise Only

"TRUE COPY"

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

A/c Holder's Name : VR INFRA CONCRETE
Bank Name : ICICI BANK
A/c No. : 132005001993
Branch & IFS Code : UPPAL BRANCH & ICIC0001320
for VR INFRA CONCRETE

This is a Computer Generated Invoice

Authorized Signatory

