ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	01/11/2023	Prepared by	NARENDER	Serial no.	
Supplier name	VR Infra concrete.			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	14/06/2022	PO/WO No.	89173	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0128/2022-23	24-06-22	54,600-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	54,600-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108699, 108700 — 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:	54,600-00
Amount E – PO / WO value:	67,200-00
Amount F – Difference (A – E):	-12600-00
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	
Remarks: Part material received so close this PO. final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		NARENDER			
Sign:		[signature]			
Date		01/11/2023			
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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6841
Date 1/11/23
Sign. [signature]

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

PO no.:	89173	PO date:	14/06/22	Req. no.:	193313	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:		
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: Nagendar	Sign:	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~~	~~Cr. given to supplier~~
1.				
2.				
3.				
4.				

Remarks by Accountants:		
Prepared by: Rajyalakshmi	Sign:	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	MRN no.
1.	0128/22-23	09/06/22	54,600-00	108699, 108700.
2.				
3.				
4.				
5.				

Remarks: Need your approval for certified true copy to be get from supplier		
Prepared by: Ravi	Sign:	Date: 31/10/23
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
31 OCT 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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	**Doc No**	89173	193313
SY NO 40,near nalla malla reddy engg college,kachavani sangram(v),Ghatkesar,Medchal.	**Doc Date**	14-06-2022	
	Quote No	NIL	
GSTIN 0	**Quote Date**	14-06-2022	
8309408403	**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*	16.00	4,200.00	0.00	0.00	67,200.00
					Total Order Value . . .	**67,200.00**

Rupees : Sixty Seven Thousand Two Hundred 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
Penality 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 casting purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at 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 : __/__/____

GENERAL MATERIAL INWARD REGISTER

[illegible]	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C No	P.O. No	Vehicle No	Delivered by	Received by	En Si
[illegible]	[illegible]	[illegible]	T.S.A Medical (manium labour)	② Medical Expenses							By Blue	madar	moses	
[illegible]	[illegible]	10:50	VR Infra Concrete	① Dump (RMC)		M20	7	Cum	2421	-	TS[illegible]5155	party	moses	
[illegible]	[illegible]	14:00	VR Infra Concrete	① RMC		M20	6	Cum	2422	-	TS08UG 0142	11	moses	
8483	[illegible]	[illegible]	S.S.L.L.P	① Miscellaneous	Blue Sheet	24A x 18	260	[illegible]	[illegible]377	88620	TS10UA 3122	Shelu	moses	
[illegible]	[illegible]	15:00	Lioudy 21 century Pvt Ltd	① Green Window	Sliding Window	6x4	2	Nos	[illegible]	87323	TS10UB 3622	[illegible]	moses	
				② Green Window	Sliding Window	4x3	1	Nos						
				③ Green Window	Sliding French Door	8x7	1	Nos						
8485	[illegible]	[illegible]	S.LLP	① Carpentry	Doors [illegible]	30mm	09	[illegible]	[illegible]	[illegible]	TS10UA 3122	Shelu	moses	
				② Carpentry	Hardware	5 Hinges								
8486	[illegible]	[illegible]	S.S.LLP	① Chemical	Loft Stone Tile Adhesive		15	[illegible]	[illegible]388	[illegible]	TS10UB 3122	Shelar	moses	
[illegible]	[illegible]	[illegible]	[illegible] Steel and Cement Enterprise	① 12mm	Tmt Bar									
				②										
8487	[illegible]	11:30	S.SLLP	① Country Rosso			41	Box	4535	88574	Ap36 x 4961	Srikanth	moses	
				② Country Almond			41	"						
				③ Country Black Berry			31	"						
				④ Blonee White			41	"						
8488	01/06/22	12:00	S.S.LLP	① Urbanwood Natural		200mm x 1200mm	26							
8489	01/06/22	12:00	S.S.LLP	① Gem Marfil		600mm x 1200mm		Box	4574	~~88574~~ 88493	Ap36 x 4961	[illegible]	moses	
				② Urban [illegible]			25							

Internal memo no. 903/33/A

Annexure - B
RMC pour report

Company/ firm:	Modi Reality Mallapur LLP		Block No.:	E- Block drive way
Project:	Gulmohar Residency		Flat / Villa no.:	-
Supplier:	VR INFRA		Slab no.:	Tie beams casting purpose.
Requisition nos.:	193313		A. Estimated quantity:	16M3(M20)
PO nos.:	89173		B. Requisition quantity:	16M3
Sign security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	13M3
22/06/22	22/06/22		D. Difference (C-A)	3M3

Details of RMC pour

Sl.	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	20.06.22	09:40	10:23	11:00	7M3	2775	16800	17180	+380			
2.	20.06.22	15:01	16:23	17:15	6M3	2778	14400	14200	-200			
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
TOTAL							31200	31380	180			
Remarks	PO to be closed.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@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. Weigh 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 + weighment slips + pour reports + test reports + photographs at sit

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	Invoice No. **0128/2022-23**	Dated **24-Jun-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **89173 dt. 14-Jun-22**	Other References
Buyer (Bill to) **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	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**RMC M-20**	38245010	**13.00 CM**	3,559.32	CM		**46,271.18**
	OUTPUT CGST @9%			9	%		**4,164.41**
	OUTPUT SGST @9%			9	%		**4,164.41**
	Total		**13.00 CM**				**Rs 54,600.00**

Amount Chargeable (in words) *E. & O.E*

INR Fifty Four Thousand Six Hundred Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
38245010	46,271.18	9%	4,164.41	9%	4,164.41	8,328.82
Total	**46,271.18**		**4,164.41**		**4,164.41**	**8,328.82**

Tax Amount (in words) : **INR Eight Thousand Three Hundred Twenty Eight and Eighty Two paise Only**

"TRUE COPY"

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**

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

for VR INFRA CONCRETE

VR INFRACON HYDERABAD

Authorised Signatory

This is a Computer Generated Invoice