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

Date:	29/04/2024	Prepared by		Serial no.	
Supplier name	JOHNSON LIFTS PVT LTD			HO inward no.	
Firm/Company	MMRK LLP	Project	GIHT	HO received date	
PO/WO date	20-05-2022	PO/WO No.	88443	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	TG01012200677	23-06-2022	1,85,250-00	☑ Yes □ No
2.	TG01012301950	12-01-2024	10,49,750-00	☑ 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.: 118555 — 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:	12,35000/-
Amount E – PO / WO value:	12,35000/-
Amount F – Difference (A – E):	—
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: Final Bill, Against this PO Rs. 11,36,500 Advance paid.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N. Narender Reddy			
Sign:		(signature)	(signature)		
Date		29/04/24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
29 APR 2024
SOHAM MODI

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.:	88443	PO date:	20-05-22	Req. no.:	141332	Advice Scan ID	
Barcoded PO available	□ Y/☑ N	Invoice available	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: LQ8441 Installation work completed.

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: D. Devi	Sign: D. Devi	Date: 25-04-24

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: 11,36,500/- — Date of payment: as on 31-03-2024

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: 90% Advance Paid but not bill received

Prepared by: S. Rayanallu	Sign: S. Rayanallu	Date: 25/04/2024

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.	TG0101220067	23/06/22	1,85,250 - 00	118555
2.	TG010123019 50	12/01/24	10,49,750 - 00	"
3.				
4.				
5.				

Need MD's Approval for enclosed True copies.

Remarks: Work completed, Bill to be got from supplier,

Prepared by: Ravi	Sign:	Date: 25/04/24

(RAVI) 29/4/24

Advice by MD - action to be taken. (RAVI) 29/4/24

☑ 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: 29 APR 2024

APPROVED BY 29 APR 2024 SOHAM MODI

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

INSTALLATION REPORT

Company/ firm:	MMRK - LLP	Requisition nos.:	141332
Project:	GHT	PO no.:	88443
Supplier:	Johnson Lifts Pvt ltd	Material type:	Lift - LQ8441

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	20-03-24	1	Lift - Auto	1.25mps	1No
2.			8 passengers	9 Stops	
3.			9 stops		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	01 No

Remarks: A Block Lift LQ8441 Installation work completed.

	Project manager	Security	Admin (Audit)
Approved by			

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

 25-04-2024 11:56:14

Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Johnson Lifts Private Limited Plot No.B- 31,TIE, Balanager, Hyderabad - 500 037. GSTIN 36AAACJ0838Q1Z7 23355894 23073881/82 9391010323/9391009191	**Doc No**	88443	141332
	Doc Date	20-05-2022	
	Quote No	00681/E/A00	
	Quote Date	03-05-2022	
	SupplyType	Supply And Installation	

Kind Attn : Mr. R.V. Rajeshwar Rao/Mr. Alok Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5033 - Equipment - machinery - Lift -Auto - 8 Passengers - nos *Simplex, 9 stops/1.25 mps,MINI SUKRANTI-A00*	1.00	1,046,610.	0.00	18.00	1,234,999.80
					Total Order Value . . .	**1,234,999.80**

Rupees : Twelve Lakh(s) Thirty Four Thousand Nine Hundred Ninty Nine and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per your negotiated quote dtd. 03/05/2022 for 8 passengers - 9 stops lift, Lift shaft size 1800mmx1800mm, Lift car size 1000mm x 1400mm,
Payment Terms	As per details given in the Letter of confirmation dt. 20-05-2022.
Tax	All taxes included in above price.
Delivery Date	Lifts shall be delivered by
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Comprehensive warranty including labour and parts upto one year from the date of commissioning.
Advance Paid	15% as advance along with purchase order Rs. 1,85,250/- through Cheque vide. ______(Part payment), dtd.
Other Terms	AMC charges shall be @4% of the P.O. value(Excl. GST)+GST per lift. for 1 st year after warranty,there after 5% increse on AMC charges per lift for 5yrs above order is for A Block passengers lift purpose at GHT.
Completion Date	As per details given in the Letter of confirmation dt. 20-05-2022.
Measurment	Nil
Security	You shall be responsible for your material at our site against theft or damage. Lockable rooms with keys shall be in
Remarks	Nil

For ***Mehta & Modi Realty Kowkur LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Johnson Lifts Private Limited***

Name : ____________________ Name : ____________________ Date : __/__/____

P.O. 88443

PO- 88443

✓

TAX INVOICE

ORIGINAL FOR RECIPIENT

JOHNSON LIFTS PRIVATE LIMITED
PLOT NO.B-31 (PART),
TIE,
BALANAGAR,
HYDERABAD 500037
Phone : 040-23078881, 23078882, 23078883
State Code : 36 State : TELANGANA
GSTIN NO : 36AAACJ0838Q1Z7 PAN : AAACJ0838Q
E-Mail : info@johnsonliftsltd.com
Web : www.johnsonliftsltd.com

I.R.N: 42c9147ffabab34a2ea2ac52a4af5e6f37772680c919b41b9493caf671f20d76

Details Of Customer (Bill To)	Place of Supply / Delivery	Invoice Details
MEHTA & MODI REALTY KOWKUR LLP 0 2ND FLOOR 5-4-187/3 & 4 SOHAM MANSION M G ROAD SECUNDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	MEHTA & MODI REALTY KOWKUR LLP SY.NO.196, MEDCHAL, KOWKUR, RANGAREDDY DIST, HYDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	GST Invoice No : TG01012200677 Date : 23-JUN-2022 Job No : L-Q8441 Branch Code : TG01 Cust. Code : C101093 Ref No : TG01INMAJ220600680 Category : Works Contract Service Tax Payable under Reverse charge : NO

S.No	Description	HSN/SAC	Qty	Basic value	SGST		CGST	
1	Claim upto 15% against Supply and Erection of 1 No. JOHNSON 8 PASSENGER LIFT (544 Kgs) Electric MINI SUKRANTI - MR Lift for your Building	995466	--	156991.52	9%	14129.24	9%	14129.24
				156991.52		14129.24		14129.24
						Total Invoice Value		185250.00

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 925
Date 13/07/22
Sign

Amount in words: Indian Rupees ONE LAKH EIGHTY FIVE THOUSAND TWO HUNDRED FIFTY ONLY

1. Interest @ 18% per annum will be charged on all invoices not paid within 30days from the date of invoice.
2. All Payments are to be made in favour of "JOHNSON LIFTS PRIVATE LIMITED" by Crossed Account Payee Cheque / Draft , Subject to Realization.
3. Cash Payment Will Not be Accepted.
4. This is a computer generated Invoice. No manual signature required.

For Johnson Lifts Private Limited

M
PADMA
NABAN

Authorised Signatory

Address of Principal place of Business : Plot No.B-31 (Part), Tie Balanagar, Hyderabad 500037

Bank details : **KOTAK MAHINDRA BANK LTD., ANNA NAGAR BRANCH** IFSC : **KKBK0008488** A/C NO : **JLIFTSTG01220497**

E.& O.E.

"TRUE COPY"

PO - 88443

TAX INVOICE

ORIGINAL FOR RECIPIENT

JOHNSON LIFTS PRIVATE LIMITED
PLOT NO.B-31 (PART),
TIE,
BALANAGAR,
HYDERABAD 500037
Phone : 040-23078881, 23078882, 23078883
State Code : 36 State : TELANGANA
GSTIN NO : 36AAACJ0838Q1Z7 PAN : AAACJ0838Q
E-Mail : info@johnsonliftsltd.com
Web : www.johnsonliftsltd.com

I.R.N: fe6fccb0f8cf9068821e1310200cf1ba3a2f8bedb850e0c24bf97fb46264a12b

Details Of Customer (Bill To)	Place of Supply / Delivery	Invoice Details
MEHTA & MODI REALTY KOWKUR LLP 0 2ND FLOOR 5-4-187/3 & 4 SOHAM MANSION M G ROAD SECUNDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	MEHTA & MODI REALTY KOWKUR LLP MEHTA & MODI REALTY SY.NO.196, MEDCHAL, KOWKUR, RANGAREDDY DIST HYDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	GST Invoice No : TG01012301950 Date : 12-JAN-2024 Job No : L-Q8441 Branch Code : TG01 Cust. Code : C101093 Ref No : TG01INMAJ240102016 Category : Works Contract Service Tax Payable under Reverse charge : NO

S.No	Description	HSN/SAC	Qty	Basic value	SGST		CGST	
1	Claim upto 100% against Supply and Erection of 1 No. JOHNSON 8 PASSENGER LIFT (544 Kgs) Electric MINI SUKRANTI - MR Lift for your Building	995466	-	889618.64	9%	80065.68	9%	80065.68
				889618.64		80065.68		80065.68

Amount in words: Indian Rupees TEN LAKH FORTY NINE THOUSAND SEVEN HUNDRED FIFTY ONLY

Total Invoice Value 1049750.00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 92
Date 15/1/24
Sign.

1. Interest @ 18% per annum will be charged on all invoices not paid within 30days from the date of invoice.
2. All Payments are to be made in favour of "JOHNSON LIFTS PRIVATE LIMITED" by Crossed Account Payee Cheque / Draft, Subject to Realization.
3. Cash Payment Will Not be Accepted.
4. **Payment advice to be sent to Email: info@johnsonliftsltd.com**
5. This is a computer generated Invoice. No manual signature required.

For Johnson Lifts Private Limited

M
PADMA
NABAN

Authorised Signatory

Address of Principal place of Business : Plot No.B-31 (Part), Tie Balanagar, Hyderabad 500037

Bank details : **KOTAK MAHINDRA BANK LTD., ANNA NAGAR BRANCH IFSC : KKBK0008488 A/C NO : JLIFTSTG01220497**

E.& O.E.

"TRUE COPY"