ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	25/04/2024	Prepared by	N. NARENDAR	Serial no.	
Supplier name	JOHNSON LIFTS PVT LTD.			HO inward no.	
Firm/Company	MMRK - LLP	Project	GHT	HO received date	
PO/WO date	03-12-21	PO/WO No.	82674	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	TG 01012201692	25-Oct-2022	1,15,500 - 00	☑ Yes ☐ No
2.	TG01012202813	27-Jan-2023	1,15,500 - 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.: 106572, 106575	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:	2,31,000 - 00
Amount E – PO / WO value:	2310,000 - 00
Amount F – Difference (A – E):	- 20,79000 - 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	100% Paid.
Remarks: Work completed, 10% Balance Bill not received Final bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N. Narender Reddy			
Sign:		[signature]	[signature]		
Date		27/04/2024			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

2/4

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.:	82674	PO date:	03-12-21	Req. no.:		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	106572, 106575 and Inwd: 12433 & 12457	
□ 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: LQ2726, LQ2727 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: 22/04/24.

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: 2,31,000/-	Date of payment: 21-07-2024

Details of part bill received:

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

Remarks by Accountants: 10% Balance Bill not received

Prepared by: S. Nymalle	Sign: S. Nymalle	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.	TG 01012201692	25/10/2022	1,15,500-00	106572
2.	TG 01012202813	27/01/2023	1,15,500-00	106575
3.				
4.				
5.				

Remarks: Work Completed, 10% Bill to be get from Vendor, Need MD approval For Bill process

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

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:

Bill copy

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

w /24

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	140858
Project:	GHT	PO no.:	82674
Supplier:	Johnson Lifts Pvt ltd.	Material type:	duplex Lift.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	16/11/22	01	Duplex Operation System Lift 09. Stops & 09 Openings.		01
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	01

Remarks: Work Completed and Hand over the Lift.

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.

16 NOV 2022
A. SURESH
PROJECT MANAGER

Purchase Order

 25-04-2024 17:34:14 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		**Doc No**	82674	140858
Plot No.B- 31,TIE, Balanager, Hyderabad - 500 037.		**Doc Date**	03-12-2021	
		Quote No	01341/E/B01	
GSTIN 36AAACJ0838Q1Z7	23355894	**Quote Date**	16-11-2021	
23073881/82	9391010323/9391009191	**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	5204 - Equipment - machinery - Duplex Operation System (Lift) - NA - Nos *Fire Lift - 8 Passenger Lift 9 stop, 9 openings - Mini Sukranti - Machine Roomless(MR)*	2.00	978,813.5	0.00	18.00	2,310,000.00
					Total Order Value . . .	**2,310,000.00**

Rupees : Twenty Three Lakh(s) Ten Thousand Only.

Terms and Conditions :-

Specification / As per your negotiated quote dtd. 16/11/2021 for 8 passengers - 7 stops lift.

Payment Terms As per details given in the Letter of confirmation dt. 02-12-2021.

Tax All taxes included in above price.

Delivery Date Lifts shall be delivered by 25/01/2022.

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. 3,46,500/- 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 flat nos. 110 to 113, 710 to 713 & Club House.

Completion Date As per details given in the Letter of confirmation dt. 02-12-2021.

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***

PO: 82674 ✓

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: 06049b2b61c425249ea91a5a73e2b981abbc03b2efce9217117b9f8dd24f49a2

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 GREENWOOD HEIGHTS SY NO. 196, KOWKUR, MEDCHAL RR DIST, HYDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	GST Invoice No : TG01012201692 Date : 25-OCT-2022 Job No : **L-Q2726** Branch Code : TG01 Cust. Code : C101093 Ref No : TG01INMAJ221001695 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	–	97881.36	9%	8809.32	9%	8809.32
				97881.36		8809.32		8809.32

MODI PROPERTIES PVT. LTD. * SECBAD * INWARD No. 91 Date 11/11/22 Sign.

Amount in words: Indian Rupees ONE LAKH FIFTEEN THOUSAND FIVE HUNDRED ONLY

Total Invoice Value 115500.00

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 : **JLIFTSTG01243632**

E.& O.E.

"TRUE COPY"

PO1-82674 ✓

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: add149f5845b67d5c2c4651bb266f46d2111c5df0028ca410bdea881db35998c

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 GREENWOOD HEIGHTS SY NO. 196, KOWKUR, MEDCHAL RR DIST, HYDERABAD PIN: 500003 GSTIN No. 36ABLFM7631F1Z3 State Code : 36 State : TELANGANA	GST Invoice No : TG01012202813 Date : 27-JAN-2023 Job No : L-Q2727 Branch Code : TG01 Cust. Code : C101093 Ref No : TG01INMAJ230102816 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	--	97881.36	9%	8809.32	9%	8809.32
				97881.36		8809.32		8809.32
					Total Invoice Value			115500.00

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 94 Date 1/2/23 Sign

Amount in words: Indian Rupees ONE LAKH FIFTEEN THOUSAND FIVE HUNDRED 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 PADMANABAN

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"