PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/3/22	Prepared by	Kavitha	Serial no.	- 2855
Supplier name	Shri Kripala Trading Company			HO inward no.	
Firm/Company	Mehta and Modi Kowkur Up	Project	GHT	HO received date	
PO/WO date	8/12/21, 10/11/21	PO/WO No.	83429, 82514	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	368	18/12/21	80,287/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	80,287/-

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:	80,287/-
Amount E – PO / WO value:	1,47,705/-
Amount F – Difference (A – E):	67,418/-
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	14/03/22
Remarks:	Installation Reports attached.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	[signature]			-
Sign:	9/03/22	APPROVED			
Date		11 MAR 2022			
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.

Form for closure of purchase order

Data required from site/engineers: Recived with out DC				
PO no.:	82514		PO date:	10/11/21
Req. no.:	110863		Req. date:	09/11/21
Material received		□ Part ☑ Full	MRN nos.:	—
If material partially delivered then can balance material be ordered by new requisition/PO		□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No
Remarks by engineer: —				

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Sneha.p	Sneha	4/3/22	A. Suresh	[signature]	4/3/22

Data required from accounts:

Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: 50%. Advance paid on 15-11-2021	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S. Nagamani	[signature]	04-03-2022			

Action taken by purchase:

Status of PO	□ PO closed and email sent to supplier. ☑ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. ☑ Proof of delivery not available with site or purchase.
Original barcoded PO available	☑ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes ☑ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes ☑ No
Advice for credit to supplier	☑ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase: Material Delivered at site Bill to be Raised.	

Prepared by	Sign	Date	Purchase manager	Sign	Date
Kavitha				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Murthy to check 9 dun PO

[initials] 5/3/22

Form for closure of purchase order

Data required from site/engineers: Recived the with Out DC					
PO no.:	83429			PO date:	8/12/21
Req. no.:	140931			Req. date:	4/12/21
Material received	□ Part ~~□~~ Full			MRN nos.:	–
If material partially delivered then can balance material be ordered by new requisition/PO	□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☑ Yes □ No
Remarks by engineer: –					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Sneha.P	Sneha	4/3/22	A. Suresh	[signature]	4/3/22
Data required from accounts:					
Are any bills received wrt to this PO.			□ Yes for full PO □ Yes for part of PO ☑ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: 50%. Advance paid on 11-12-2021					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S.Nagavalli	[signature]	04-03-2022			
Action taken by purchase:					
Status of PO			□ PO closed and email sent to supplier. □ PO open material awaited.		
Status of proof of delivery:			□ Proof of delivery received. □ Proof of delivery not available with site or purchase.		
Original barcoded PO available			□ Yes □ No – certified copy received from accounts.		
Original bill available			□ Yes □ No – certified copy obtained from supplier.		
Supplier's ledger available			□ Yes □ No		
Advice for credit to supplier			□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Bill & Installation report required

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

SHRI KRIPALU TRADNG COMPANY
8-7-27/15/14 Balaji Constructions,
Behind MMR Garden
Bowenpally Scunderabad
GSTIN/UIN: 36ABPPD7615Q1ZO
State Name : Telangana, Code : 36
E-Mail : shrikripalutrading@gmail.com

Buyer
MEHTA & MODI REALITY KOWKUR LLP
54187/374
2nd Floor MG Road Soham Mansion Secunderabad
GSTIN/UIN : 36ABLFM7631F1Z3
State Name : Telangana, Code : 36

Invoice No. **368** e-Way Bill No.	Dated **18-Dec-2021**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **83429**	Dated **18-Dec-2021**
Despatch Document No. **368**	Delivery Note Date
Despatched through **AUTO**	Destination **KOWKUR**
Bill of Lading/LR-RR No. **dt. 18-Dec-2021**	Motor Vehicle No.
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Cement Fiber Board**	68118200	**648 pcs**	105.00	pcs		**68,040.00**
	SGST Input @9%			9	%		**6,123.60**
	CGST Input @9%			9	%		**6,123.60**
	Total		**648 pcs**				**₹ 80,287.20**

SUMMIT SALES LLP
IN WARD
No: 78426
Date: 11/3
Sign:

E. & O.E

Amount Chargeable (in words)
INR Eighty Thousand Two Hundred Eighty Seven and Twenty paise Only

Company's Bank Details
Bank Name : **Union Bank of India**
A/c No. : **560101000130186**
Branch & IFS Code : **Gunrock Branch & UBIN0906352**

Company's PAN : **ABPPD7615Q**

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

for SHRI KRIPALU TRADNG COMPANY

Authorised Signatory

This is a Computer Generated Invoice

ID: 65912

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	10159	Date - site bills Register	17/12/2021
Company Name:	MMRK-UP	Site:	GHT
Name of Contractor	SRi Kripalu Trading Comany		
Nature of work	Stra Board		
Work done	From Date 01/12/2021	To Date 15/12/2021	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	CLUB HOUSE	648	105	Sft	68,040/-	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				68,040/-	

Bill required	☐ YES ☐ NO.	GST bill required	~~YES~~ ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	83429	PO/WO date:	8/12/2021

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 17/12/2021	Date: 21/12/21	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
21 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for [illegible] for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

APPROVED BY
17 DEC 2021
A. SURESH
PROJECT MANAGER

Measurement Sheet										
Company Name:		Mehta & Modi Realty Kowkur llp								
Project:		GHT								
Description :		Club house 2nd Floor Sera board False Ceiling work done details								
Prepared By:		A Suresh								
Date :		17 December 2021								
Name of the Contractor :		Sri Kripalu Trading Company								
A			A	B	C	D	E=AxBxCxD	F	G=Sum of E	
S No.	Item Head		Length	Width	Height	Nos.	Quantity	Units	Item Head Total	Remarks
1	**Club house**									
	Sera Board	False ceiling work	17	10	1	1	165	Sft		
			17	11	1	1	173	Sft		
			17	10	1	1	157	Sft		
			17	9	1	1	153	Sft		
								Sft	648	

17 DEC 2021

PROJECT MANAGER

Estimate Sheet							
Company Name:	MMR KOWKUR LLP				workdone from date :	1-Dec-2021	
Project:	GHT				work done todate	15-Dec-2021	
work description:	Club house 2nd Floor Sera board False Ceiling work done details						
Prepared By	A Suresh				Approved by:		
Contractor Name	Sri Kripalu Trading Company				Sign:		
Date:	17-Dec-2021						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	**Sera board**	648	Sft	105	68,040		
						68,040	

APPROVED BY
17 DEC 2021
A. SURESH
PROJECT MANAGER

Purchase Order

83429
09.12.21 3:16:08

 08-12-2021 16:28:04

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			
Shri KripaluTrading Company	**Doc No**	83429	140931
#Plot no. 8/D, Progressive Colony, Manovikas Nagar, Bowenpally, Secunderabad	**Doc Date**	08-12-2021	
	Quote No	Nil	
GSTIN 0	**Quote Date**	22-10-2018	
9989955611	**SupplyType**	Supply	

Kind Attn : Mr. Satyajeet

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	750.00	105.00	0.00	18.00	92,925.00
				Total Order Value . . .		**92,925.00**

Rupees : Ninty Two Thousand Nine Hundred Twenty Five Only.

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 46,463/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House 1st floor purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site cffice. Proof of delivery/DC can be sent by email.'

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Nagpal
Sign:
Date: 04/02/2022

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

Accepted the above Terms And Conditions
For *Shri KripaluTrading Company*
Name :

Date : __/__/____

1515

Requisition Form - Sera Board									
Company		MMR KOWKUR LLP		Site & Phase	GHT				
Req. no.		140931		Req. Date	04 December 2021				
Material required before		06 December 2021		ID no.	71797				
Prepared by:		A Suresh		Approved by (sign):					
Flat / Block no:		Club house Ist Floor							
Name of the supplier		Sathya jith							
Required for		1	Floor						
S No.	Item Description	Units	Qty required per villa	No of flats	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Sera Board (10'.0 x 6")	Sft	750.0	1	750.0	-	750.0		
2		Sft				-	-		
3		Sft							
	Total								

APPROVED
08 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

83429

08/12/21

Page(s) 1 Of 1 10-11-2021 15:46:49

Purchase Order

82514
09.11.21 4:15:57

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

Shri KripaluTrading Company
#Plot no. 8/D, Progressive Colony, Manovikas Nagar, Bowenpally, Secunderabad

GSTIN 0

9989955611

Doc No	82514	140863
Doc Date	10-11-2021	
Quote No	Nil	
Quote Date	22-10-2018	
SupplyType	Supply	

Kind Attn : Mr. Satyajeet

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**IGST**	**Amount**
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	200.00	105.00	0.00	18.00	24,780.00
	Rupees : Twenty Four Thousand Seven Hundred Eighty Only.		**Total Order Value . . .**			**24,780.00**

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 12,390/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for sample false ceiling at Club House 1st floor.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

pending

Recived without DC
Inward NO : 11716
Date : 19/11/2021

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : 10/11/2021

Name : ____________

Accepted the above Terms And Conditions
For *Shri KripaluTrading Company*

Date : __/__/____

1442

Requisition Form - Large tile									
Company		MMR KOWKUR LLP		Site & Phas	GHT				
Req. no.		140863		Req. Date	09 November 2021				
Material required before		10 November 2021		ID no.	71029				
Prepared by:		A Suresh		Approved by (sign):					
Flat / Block no:		Club house							
Name of the supplier									
Required for		1	First floor sample false ceiling						
S No.	Item Description	Units	Qty required per villa	No of flats	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	SERA BOARD (10'.0" X 8") 6'	Sft	200.0		200.0	-	200.0		
2		Sft							

82514

APPROVED

10 NOV 2021

MINISH PARIKH
MANAGER PROCUREMENT

INSTALLATION REPORT

Company/ firm:	MMAK-LLP	Requisition nos.:	140931
Project:	GHT	PO no.:	83429
Supplier:	Srikripalu Tradly Company	Material type:	SERA BOARD

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	25/11/2021	1	SERA BOARD CEMENT FIBER BOARD	6" x 10'.0	750.0
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	750.0

Remarks:

	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

0 7 MAR 2022

PROJECT MANAGER

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	140863
Project:	GHT	PO no.:	82514
Supplier:	Sri Kripalu Trading Company	Material type:	CSERA BOARD

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	20/11/2021	1	SERA BOARD	6"x10!0	200.05ft
2.			CEMENT FIBER		
3.			BOARD		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	200.05ft

Remarks:

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.

8 MAR 2022
PROJECT MANAGER