(1)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date	6/05/22	Prepared by	Vanajarshi P	Serial no.	3772
Supplier name	SSLLP			HO inward no.	
Firm/Company	Vista Homes	Project	Vista Homes	HO received date	
PO/WO date	23/06/21	PO/WO No.	78022	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23317	27/04/22	29,824/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	29,824/-

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:	29,824/-
Amount E – PO / WO value:	29,824/-
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	9/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajarshi P	APPROVED			
Sign:	[signature]	[signature]			
Date	6/05/22	06 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR Sr. MANAGER PURCHASE

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:					
PO no.:	78022			PO date:	25/06/2021
Req. no.:	180812			Req. date:	-
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:		The above material fully received at site.			

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery. 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
J. Sankeths	[signature]	28/02/2022	K. Purshotham	[signature]	28/02/2022

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:	
No bills received against Said PO	

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
Rajyalakshmi	[signature]	5/3/22			

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

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.

Get proof of delivery and make bill process for advice for credit

5/3/22

Purchase Order

25-06-2021 9:48:31 AM

78022
24.06.21 12:03:57

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

Summit Sales LLP	**Doc No**	78022	180812
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-06-2021	
	Quote No	NIL	
040-66335551	**Quote Date**	25-06-2021	
9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	100.00	233.00	0.00	28.00	29,824.00
			Total Order Value . . .		**29,824.00**

Rupees : Twenty Nine Thousand Eight Hundred Twenty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Sri Chakra brand/company
Payment Terms	After Delivery & Production of bill
Tax	Included in the above price
Delivery Date	within 2 days
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra 12 Rs per bag..Above order for E-Block flats flooring&civil work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Collect from SOVLLP.

Books of accounts ver[illegible] no bills wrt this PO [illegible] received by acc[illegible]
Name: Rajyalakshmi
Sign:
Date: 03/03/21

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

For *Vista Homes*
Authorised Signatory
25/06/2021
Name :

Name :

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	23.06.21
Site & Phase :	Vista Homes	Time:	10:00
Supplier:		Req. No.	180812
Material required before date:	27.06.21	ID No.	66915

No	Description	Size	Quantity	Units	Inward No	Date
1	**PPC CEMENT**		100	Bag's		
2						
3						
4						
5						
6						
7	PO: 78022					
8						
9						
10						
11						

Remarks: For E-block flats flooring & civil work purpose.

APPROVED
23 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	T.Madhu	Approved by	
Sign.& Date	23.06.21	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:	Vista Homes	Date:	
Site & Phase :	Vista Homes	Time:	
Supplier	-	Req. No.	
Material required before date:	25.06.21	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						

Remarks: For site use purpose

Prepared By	T.Madhu	Approved by	
Sign.& Date	22.06.21	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email. purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

Customer Details		
Vista Homes	DC No.	19940
Kapra, Opp to MRR School, Ecil	DC Date.	27-04-2022
	PO No	78022
	PO Date.	25-06-2021
SY.no.193	Req ID	66915
	Req Date	23-06-2021
GSTIN : 36AAGFV2068P1ZJ	Loc Req No.	180812

	Description of Goods	HSN/SAC	Qty
1	3002 - Cement - PPC - 50kgs - bags	2523	100
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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SUMMIT SALES LLP
IN WARD
No. 79617
Date: 6/5
Sign:
R.R. DIST.

APPROVED BY
06 MAY 2022
Project Manager

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

NOTE: The above material received at site but inward data was not available in the register which is maintained from 01-10-2021.