



PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 4/05/22		Prepared by: Vanajathi		Serial no.	
Supplier name: SCLP				HO inward no.	
Firm/Company: MRGVLLP		Project: BRGV		HO received date	
PO/WO date: 18/01/22		PO/WO No.: 84625		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23444	4/05/22	31,860/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.			/	☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):			31,860/-		
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:			31,860/-		
Amount E - PO / WO value:			31,860/-		
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			
final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	<i>[Signature]</i>				
Date	4/05/22	MINISH PARIKH			
Approval limit	Upto 20k	MAN/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.

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.		23444			
Modi Realty Genome Valley LLP Sy no. 31 & 32, murharipally, Genome Valley, Hyderabad				Invoice Date.		04-05-2022			
				PO No.		84625			
				PO Date.		18-01-2022			
				Req ID		72122			
				Req Date		15-12-2021			
GSTIN : 36ABFFM3063P1ZU				PAN ABFFM3063P		Loc Req No		94987	
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Aml
1	8184 - Steel - other - MS Gate - NA - Sft				80	270.00	21,600.00	18	3,888.00
	5'0 x 16'0 - 01 no - Foldable								
2	8184 - Steel - other - MS Gate - NA - Sft				20	270.00	5,400.00	18	972.00
	5'0 x 4'0 - 01 no - Foldable								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		27,000.00	4,860.00
		2,430.00		2,430.00		Total Invoice Amount		31,860.00	
Rupees : Thirty One Thousand Eight Hundred Sixty Only.									

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Form for closure of purchase order

Data required from site/engineers:					
PO no.:	84625	PO date:	18-01-2022	Req. no.:	94987
Advice Scan ID					
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: Material Received through Galupar.					
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
Pushpalatha	[Signature]	07-04-2022	Syed Sarwar	[Signature]	07-04-2022
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.			Bill nos.	
☐	All bills received against this PO.				
☐	Advance paid against this PO.			Amount paid	
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO			☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

17

17

Purchase Order

Page(s) 1 Of 1

18-01-2022 13:03:18



84625

08.01.22 11:50:03

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

Summit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	84625	94987
Doc Date	18-01-2022	
Quote No	Nil	
Quote Date	17-01-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8184 - Steel - other - MS Gate - NA - Sft 5'0 x 16'0 - 01 no - Foldable	80.00	270.00	0.00	18.00	25,488.00
2 8184 - Steel - other - MS Gate - NA - Sft 5'0 x 4'0 - 01 no - Foldable	20.00	270.00	0.00	18.00	6,372.00
Total Order Value . . .					31,860.00

Rupees : Thirty One Thousand Eight Hundred Sixty Only.

Terms and Conditions :-*Bill not received yet*

Specification / Brand	All MS Sq.pipe should be 1 1/4" x 2.7mm & 10 mm thickness sq.rod, 1/2" x 6mm flat. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dt. 24/04/2018 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Material delivered.
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli, survey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penalty For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for BRGV site gate purpose.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 office. Proof of delivery/DC can be sent by email.'

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: G. Paramesh
Sign: G. Paramesh
Date: G. Paramesh 22/05/22

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Name :

18/01/2022

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : _/_/

Books of accounts verified and
no bills on this PO were
received by accounts

Name:
Sign:
Date:

1562

84625

~~Demol~~

APPROVED BY
20 DEC 2021
SCHAMMODI
MANAGING DIRECTOR

- For MDs APPROVAL**
- ☐ High Value/quantity beyond limits.
 - ☐ Po/Req. processed-post approval.
 - ☐ Approval for technical details/clarification.
 - ☐ Replenishing SSSLP stock
 - ☒ Other

T.D. Armitage

OUTWARD - GATE PASS

