E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/05/22	Prepared by	Vanajakshi	Serial no.	3805
Supplier name	SSLLP			HO inward no.	
Firm/Company	MEMLLP	Project	GMR	HO received date	
PO/WO date	12/04/22	PO/WO No.	87342	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23219	21/04/22	81590	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	81590/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	106208	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:	81590/-
Amount E – PO / WO value:	55,526/-
Amount F – Difference (A – E):	47,236/-
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	16/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	8/05/22				
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:							
PO no.:		PO date:		Req. no.:		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:	

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

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
Rajyalakshmi		6/5			

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

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details	Invoice No.	23219
Modi Reality Mallapur LLP	Invoice Date.	21-04-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	87342
	PO Date.	12-04-2022
	Req ID	75517
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	11-04-2022
	Loc Req No	193058

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7270 - Plumbing - PVC - Single Socket Pipe 10ft - 4	39172390	10	728.00	7,280.00	18	1,310.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	7,280.00		1,310.40
	655.20	655.20	Total Invoice Amount	8,590.40		

Rupees : Eight Thousand Five Hundred Ninty and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. INWARD No: 93583 Date: 21/4 Sign:

Authorised signatory

Purchase Order

 24-04-2022 1:09:4 PM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Summit Sales LLP	**Doc No**	87342	193058
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	12-04-2022	
	Quote No	NIL	
040-66335551	**Quote Date**	11-04-2022	
9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7270 - Plumbing - PVC - Single Socket Pipe 10ft - 4 In - nos	50.00	728.00	0.00	18.00	42,952.00
2 7274 - Plumbing - PVC - Single Y - 4 In - nos	20.00	250.00	0.00	18.00	5,900.00
3 7233 - Plumbing - PVC - Plain Tee - 4 In - nos	15.00	194.00	0.00	18.00	3,433.80
4 7185 - Plumbing - PVC - Bend 45 degrees - 4 In - nos	25.00	120.00	0.00	18.00	3,540.00

Total Order Value . . . 55,825.80

Rupees : Fifty Five Thousand Eight Hundred Twenty Five and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "Prince' / 'Sudhakar' brand.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	NIL
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for B Block flat no-1 to 8 hanging work 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 invoice 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: Raiyalaxmi
Sign:
Date: 6/5/22

For *Modi Reality Mallapur LLP*
Authorised Signatory

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

Name : ______________ Name : ______________ Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	11.042022
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193058
Material required before date:	urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC pipe (rigid 6kg 10' length)	6"	20	No's		
2.	PVC Tee	6"x4"	20	No's		
3.	PVC 45 degree bend	6"	20	No's		
4.	PVC door bend	6"	10	No's		
5.	PVC cleaning piece	6"	8	No's		
6.	PVC End cap	6"	10	No's		
7.	PVC pipe (Single socket 10' length)	4"	50	No's		
8.	PVC plane Y	4"	20	No's		
9.	PVC plane tee	4"	15	No's		
10.	PVC 45 degree bend	4"	25	No's		

Remarks: For B-block flat no: 1 to 8 hanging (Sewer lines) work purpose at GMR site .

Prepared By	Madhan	Approved by	
Sign.& Date	11.04.2022	Sign. & Date	

Note:

APPROVED BY
11 APR 2022

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

/ Customer / Transporter - Copy **GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details		
Modi Reality Mallapur LLP	DC No.	19791
Sy No. 19 Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	16-04-2022
	PO No.	87342
	PO Date.	12-04-2022
	Req ID	75517
GSTIN : 36AAEFM1459R1ZP	Req Date	11-04-2022
	Loc Req No	193058

	Description of Goods	HSN/SAC	Qty
1	7270 - Plumbing - PVC - Single Socket Pipe 10ft - 4 In - nos	39172390	40
2	7274 - Plumbing - PVC - Single Y - 4 In - nos	3917	20
3	7235 - Plumbing - PVC - Plain Tee - 4 In - nos	3917	15
4	7185 - Plumbing - PVC - Bend 45 degrees - 4 In - nos	39174000	25
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No: 79688
Date: 9/5
Sign:
R.R. DIST.

MALLAPUR LLP
No 8158 Dt 16/4/22
No 106208 Dt 18/4/22
Sign 16/4/22

Authorised signatory