PURCHASE DIVISION
Advice for approval for credit to supplier

Date	8/05/22	Prepared by	Vanajarshi	Serial no.	3781
Supplier name	SSLL			HO inward no.	
Firm/Company	MFM LLP	Project	GMR	HO received date	
PO/WO date	12/04/22	PO/WO No.	87337	Scan ID	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23138	16/04/22	39,931/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	39,931/-

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

MRN nos.:	106706	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:	39,931/-
Amount E – PO / WO value:	49,135/-
Amount F – Difference (A – E):	9,204/-
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:	Vanajarshi	APPROVED			
Sign:	[signature]				
Date	8/05/22	12 MAY 2022			
Approval limit	Upto 20k	Above 20k MANISH PARIKH MANAGER PROCUREMENT	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
Rajyalaxmi		6/1			

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

ORIGINAL INVOICE

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Reality Mallapur LLP	Invoice No.	23138
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	16-04-2022
	PO No.	87337
	PO Date.	12-04-2022
	Req ID	75518
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	11-04-2022
	Loc Req No	193059

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	10030 - Plumbing - PVC - Bend Plain - 4 In - nos	39174000	40	135.00	5,400.00	18	972.00
2	10035 - Plumbing - PVC - Tee with door - 4 In - nos	39174000	5	210.00	1,050.00	18	189.00
3	10184 - Plumbing - PVC - Reducer - NA - Nos 4" x 3"	39174000	40	17.00	680.00	18	122.40
4	7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3	39172390	40	390.00	15,600.00	18	2,808.00
5	7273 - Plumbing - PVC - Single Y - 3 In - nos	39174000	25	130.00	3,250.00	18	585.00
6	10023 - Plumbing - PVC - Bend Plain - 3 In - nos	39174000	20	80.00	1,600.00	18	288.00
7	10024 - Plumbing - PVC - Bend with door - 3 In - nos	39174000	10	98.00	980.00	18	176.40
8	7232 - Plumbing - PVC - Plain Tee - 3 In - nos	39174000	25	172.00	4,300.00	18	774.00
9	10024 - Plumbing - PVC - Bend with door - 3 In - nos	39174000	10	98.00	980.00	18	176.40
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	33,840.00	6,091.20
	3,045.60	3,045.60	Total Invoice Amount	39,931.20	

Rupees : Thirty Nine Thousand Nine Hundred Thirty One and Paise Twenty Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 93416 Date: 16/4 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 24-04-2022 1:42:36 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
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

040-66335551
9618244433

Doc No	87337	193059
Doc Date	12-04-2022	
Quote No	NIL	
Quote Date	11-04-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 10030 - Plumbing - PVC - Bend Plain - 4 In - nos	40.00	135.00	0.00	18.00	6,372.00
2 10035 - Plumbing - PVC - Tee with door - 4 In - nos	5.00	210.00	0.00	18.00	1,239.00
3 10184 - Plumbing - PVC - Reducer - NA - Nos 4" x 3"	40.00	17.00	0.00	18.00	802.40
4 7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3 In - nos	60.00	390.00	0.00	18.00	27,612.00
5 7273 - Plumbing - PVC - Single Y - 3 In - nos	25.00	130.00	0.00	18.00	3,835.00
6 10023 - Plumbing - PVC - Bend Plain - 3 In - nos	20.00	80.00	0.00	18.00	1,888.00
7 10024 - Plumbing - PVC - Bend with door - 3 In - nos	10.00	98.00	0.00	18.00	1,156.40
8 7232 - Plumbing - PVC - Plain Tee - 3 In - nos	25.00	172.00	0.00	18.00	5,074.00
9 10024 - Plumbing - PVC - Bend with door - 3 In - nos	10.00	98.00	0.00	18.00	1,156.40

Total Order Value . . . **49,135.20**

Rupees : Fourty Nine Thousand One Hundred Thirty Five and Paise Twenty 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.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalaxmi
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 : __/__/____

Purchase Order

 24-04-2022 1:42:36 PM Original / Office Copy / Purchase Div.Copy

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.

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:	11.04.2022
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193059
Material required before date: urgent		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC plane bend	4"	40	No's		
2.	PVC door tee	4"	5	No's		
3.	PVC reducer	4"x3"	40	No's		
4.	PVC FTA	4"	20	No's		
5.	PVC pipe 20'length	3"	30	No's		
6.	PVC plane Y	3"	25	No's		
7.	PVC plane bend	3"	20	No's		
8.	PVC door bend	3"	10	No's		
9.	PVC plane tee	3"	25	No's		
10.	PVC door tee	3"	10	No's		

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

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

Note:

APPROVED BY
11 APR 2022
SAD,
PROJECT MANAGER

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Modi Reality Mallapur LLP

Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076

GSTIN : 36AAEFM1459R1ZP

DC No.	20004
DC Date	30-04-2022
PO No.	87337
PO Date	12-04-2022
Req ID	75518
Req Date	11-04-2022
Loc Req No	193059

	Description of Goods	HSN/SAC	Qty
1	7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3 In - nos	39172390	20
2			
3			
4			
5			
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MODI REALITY MALLAPUR LLP
8258 Dt. 30/04/22
106706 Dt. 2/05/22
30/4/-

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 79693
Date: 9/5
Sign: