

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	8/5/22	Prepared by	Manu	Serial no.	3826
Supplier name	SSHP	HO inward no.			
Firm/Company	M.M.K.H.W.	Project	GHT	HO received date	
PO/WO date	25/4/22	PO/WO No.	85932	Scan ID	105518
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	23181	19/4/22	3749.39/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A Bills total (Excluding Transport & Hamali Charges):				3749.39/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.	106198	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:				3749/-	
Amount E - PO / WO value:				75,374.69/-	
Amount F - Difference (A - D):				71,625/-	
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		16/5/22			

Remarks: Final Bill

Approved by:	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu	Manu			
Sign:	Manu	Manu			
Date:	8/5/22	12 MAY 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: <u>part material Received, Material Required.</u>						
PO no.:	<u>85932</u>	PO date:	<u>25/02/22</u>	Req. no.:	<u>14127</u>	Advice Scan ID
MRN nos. related to PO		<u>104667</u>				
☒	Part material received.					<u>999196</u>
☐	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: <u>part material Received, Material Required.</u>						
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	
<u>K. Sneha</u>	<u>sneha</u>	<u>05/04/22</u>	<u>A. Suresh</u>	<u>[Signature]</u>	<u>05/04/22</u>	
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.	<u>22464 dt. 25-02-22 Rs. 71,625/-</u>		
☐	All bills received against this PO.					
☐	Advance paid against this PO.		Amount paid			
Remarks by Accountants: <u>part bill Received</u>						
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	
<u>S. S. S. S. S.</u>	<u>[Signature]</u>	<u>02-05-2022</u>				
Advice by MD - action to be taken by purchase:						
☒	Get certified bill from supplier (not original).					
☒	Prepare bill in SSLP 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		



Purchase Order

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

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	85932	141217
Doc Date	25-02-2022	
Quote No	Nil	
Quote Date	25-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes	26.00	211.83	0.00	18.00	6,498.94
2 9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes	25.00	211.83	0.00	18.00	6,248.99
3 9074 - Tiles - Bathroom malashiyan brown HL - 10 IN X 15 IN X 8 Pieces - Boxes	7.00	211.83	0.00	18.00	1,749.72
4 9090 - Tiles - Bathroom floor jaipur panna - 12 in X 12 in X12 pieces - Boxes	7.00	476.00	0.00	18.00	3,931.76
5 9070 - Tiles - Bathroom wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	52.00	211.83	0.00	18.00	12,997.89
6 9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	50.00	211.83	0.00	18.00	12,497.97
7 9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	15.00	211.83	0.00	18.00	3,749.39
8 9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes	16.00	386.75	0.00	18.00	7,301.84
9 9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes	26.00	211.83	0.00	18.00	6,498.94
10 9076 - Tiles - Bathroom wall tiles Luna LT - 10 IN X 15 IN X 8 Pieces - Boxes	25.00	211.83	0.00	18.00	6,248.99
11 9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	16.00	211.83	0.00	18.00	3,999.35
12 9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes	8.00	386.75	0.00	18.00	3,650.92
Total Order Value . . .					75,374.69
Rupees : Seventy Five Thousand Three Hundred Seventy Four and Paise Sixty Nine Only.					

Terms and Conditions :-

Note: part bill Received @ bill No. 22464 dt. 25-02-2022 Amt. 7,625/-

Specification / All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"x12"-11.62 Sft

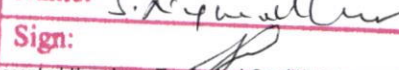
Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in a day

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: S. S. S. S.
Sign: 
Accepted the above Terms and Conditions
Date: 05/04/2022
For Summit Sales LLP

Name : _____

Name : _____

Date : ____/____/____

books of accounts verified and no bills were this P.O. were received by accounts	
Name:	
Signature:	
Date:	

Purchase Order

Page(s) 2 Of 2

05-04-2022 10:17:01

Original / Office Copy / Purchase Div.Copy

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for B 106,408,506,608, 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 office. Proof of delivery/DC can be sent by email.'

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

TAX INVOICE

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

Mehta & Modi Realty Kowkur LLP
 Sy No. 196, Kowkur, Hyderabad, 500010

Invoice No. 23181
 Invoice Date 19-04-2022
 PO No 85932
 PO Date 25-02-2022
 Req ID 74140
 Req Date 25-02-2022
 Loc Req No 141217

GSTIN: 36ABLFM7631F1Z3

PAN: ABLFM7631F

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL -		15	211.83	3,177.45	18	571.94
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST	CGST	SGST	Total Taxable Amount		3,177.45		571.94
	285.97	285.97	Total Invoice Amount		3,749.39		

Rupees : Three Thousand Seven Hundred Forty Nine and Paise Thirty Nine Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

Page(s) 1 of 2

25-02-2022 16:49:25



85932

Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderat
G S T No. : 36ABLFM7631F1Z3

14.02.22 3:00:03

Supplier Details

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

Doc No 85932 141217

Doc Date 25-02-2022

Quote No Nil

Quote Date 25-02-2022

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

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Specification / Brand All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"X12"-11.62 Sft

Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in a day

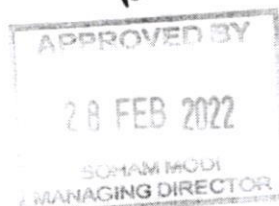
For Mehta & Modi Realty Kowkur LLP

Authorised Signatory

Name :

Name :

Date : _/_/



FOR MD APPROVAL

- ☒ High Value/quantity beyond limits.
☒ For/Req. price & cost approval
☐ Approval for legal details/clarification
☐ Resending SELL stock
☐ Other
Accepted the above Terms And Conditions
For Summit Sales LLP

Purchase Order

Page(s) 2 of 2

25-02-2022 16:49:25

Original : Office Copy - Purchase Div. Copy

Delivery Location Greenwood Heights
Sy no: 196, Kowkur
Phone: 040-66335551

Penalty For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for B
106,408,506,608, 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 office. Proof of delivery/DC can be sent by email.'

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requestion Form - Bathroom Tiles - Deluxe flat

Company		MNR KOWKUR LLP		Site & Phase		GHT							
Req. no.	141217	Req. Date	2022-02-25										
Material required before	Date	2022-02-27	ID no	74140									
Prepared by:	K Sneha	Approved by (sign)		A Suresh									
Flat / Block no:	B -106, 408, & 506&608												
Tiles required for	2 Bath Rooms												
S No.1	Name of tile	Brand / Company	Size	Units	A	B	C=A/B	D	E=CxD	F	G-E-F	Inward No	Date
	1 Malaysian Brown Dark - Wall	Nitco	15" x 10"	sft	104.0	No of sft of tiles per box	8.0	13.0	2.0	26.0	✓	26.0	
	2 Malaysian BR Light - Wall	Nitco	15" x 10"	sft	100.0		8.0	12.5	2.0	25.0	✓	25.0	
	3 Malaysian BR HL - Wall	Nitco	15" x 10"	sft	30.0		8.0	3.8	2.0	7.5	✓	7.5	
	4 Japur Panama - Floor	Nitco	12" x 12"	sft	40.0		12.0	3.3	2.0	6.7	✓	6.7	
Total											65.2		
Files required for: 4 Bath Rooms													
S No.2	Name of tile	Brand / Company	Size	Units	A	B	C=A/B	D	E=CxD	F	G-E-F	Inward No	Date
	1 Ultro Sprinkle Dark - Wall	Nitco	15" x 10"	sft	104.0	No of sft of tiles per box	8.0	13.0	4.0	52.0	✓	52.0	
	2 Ultro Sprinkle Light - Wall	Nitco	15" x 10"	sft	100.0		8.0	12.5	4.0	50.0	✓	50.0	
	3 Ultro Sprinkle HL - Wall	Nitco	15" x 10"	sft	30.0		8.0	3.8	4.0	15.0	✓	15.0	
	4 Japur Moti Off White Tiles	Nitco	12" x 12"	sft	40.0		12.0	4.0	4.0	16.0	✓	16.0	
Total											133.0		
Files required for: 2 Bath Rooms													
S No.3	Name of tile	Brand / Company	Size	Units	A	B	C=A/B	D	E=CxD	F	G-E-F	Inward No	Date
	1 Luna Dark - Wall	Nitco	15" x 10"	sft	104.0	No of sft of tiles per box	8.0	13.0	2.0	26.0	✓	26.0	
	2 Luna Light - Wall	Nitco	15" x 10"	sft	100.0		8.0	12.5	2.0	25.0	✓	25.0	
	3 Luna HL - Wall	Nitco	15" x 10"	sft	30.0		8.0	3.8	2.0	16.0	✓	16.0	
	4 Maharaja Beige	Nitco	12" X 12"	sft	40.0		12.0	4.0	2.0	8.0	✓	8.0	
Total											75.0		

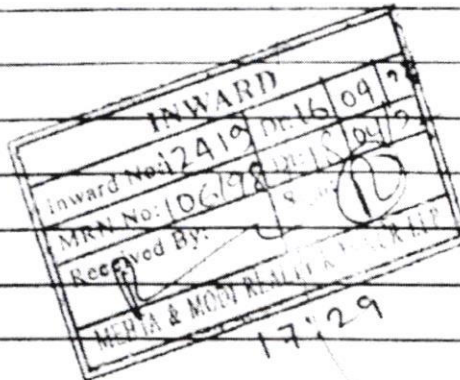
DELIVERY CHALLAN
SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M G Road, secunderabad - 500 003
Tel: 040 - 6633 5551

M/s Merta & Modi Realty
Secunderabad
Site G.H.T.

DC No. : 4031
Date : 16/09/2022
Vehicle No. : TS10UB3122
PO / W.O. No. : 85932
PO / W.O. Date : 25/02/2022

Sl No	PARTICULARS	Quantity
1	<u>Cable, 100m</u>	<u>15 Boxes</u>
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		<u>15 Boxes</u>



GSTIN :

Received the above materials in good condition.

Received by: Madhu

Stamp: of merta

Date: 16/09/2022

For SUMMIT SALES LLP

[Signature]
16/09/2022
Authorised Signatory

