PURCHASE DIVISION
Advice for approval for credit to supplier

Date	8/5/22	Prepared by	Manu	Serial no.	3826
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	25/2/22	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 – E):	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	APPROVED			
Sign:	Manu	12 MAY 2022			
Date	8/5/22	MANISH PARIKH MANAGER PROCUREMENT			
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: part material Received, Material Required.							
PO no.:	85932	PO date:	25/02/22	Req. no.:	141217	Advice Scan ID	105518
MRN nos. related to PO	104667						99196
☑	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: part material Received, Material Required.							

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
K. Sneha	Sneha	05/04/22	A. Suresh		05/04/22

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.	22464 dt. 25-02-22 Rs. 71,625/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: Part bill Received			

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
S. Nagamalle		02-05-2022			

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.		

proper bill

Remarks:

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

2

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

 05-04-2022 10:17:01 Original / Office Copy / Purchase Div.Copy

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	**Doc No**	85932	141217
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-02-2022	
040-66335551 9618244433	**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 - Bathroon 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 - Bathroon 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 ~~a~~ bill No. 22464 dt. 25-02-2022 Amt. 71,625/-

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

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Nagamalleswar
Sign:
Date: 05/04/2022

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______ Name : ______ Date : __/__/____

Purchase Order

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

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

Mehta & Modi Realty Kowkur LLP

Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F

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

	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			
	285.97	285.97	Total Taxable Amount	3,177.45	571.94
			Total Invoice Amount	3,749.39	

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

SUMMIT SALES LLP R.R. DIST. IN WARD No. 9350 Date: 19/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

Page(s) 1 Of 2 25-02-2022 16:49:25

85932
14.02.22 3:00:03

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

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 - Bathroon 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**

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1	22464	7/3/22	71,645/-
2			
3			
4			
5			

Rupees : Seventy Five Thousand Three Hundred Seventy Four and Paise Sixty Nine Only.

Terms and Conditions :-

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 MD's APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Po/Rate proposal post approval
- ☐ Approval for technical details/clarification
- ☐ Replenishing SELLIT stock
- ☐ Other

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Purchase Order

 25-02-2022 16:49:25 Original / Office Copy / Purchase Div.Copy

Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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 : __/__/____

Requisition Form - Bathroom Tiles - Deluxe flat

Company	MMR 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 Snehya		Approved by (sign)	A Suresh	
Flat / Block no:	B -106, 408, &506&608				

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Tiles required for: 2 Bath Rooms

S No.1	Name of tile	Brand / Company	Size	Units	A: Qty required for one bathroom in sft	B: No of sft of tiles per box	C=A/B: Avg Qty required for one bathroom in boxes	D: No. of bathrooms for which tiles are required	E=CxD: Qty required in boxes	F: Qty Available at site in boxes	G=E-F: Balance Qty to be ordered in boxes	Inward No	Date
1	Malaysian Brown Dark - Wall	Nitco	15" x 10"	sft	104.0	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	Jaipur Panama - Floor	Nitco	12" x 12"	sft	40.0	12.0	3.3	2.0	6.7		6.7		
	Total								65.2		65.2		

Tiles required for: 4 Bath Rooms

S No 2	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Ultro Sprinkle Dark - Wall	Nitco	15" x 10"	sft	104.0	8.0	13.0	4.0	52.0		52.0		
2	Ultro Spinkle Light - Wall	Nitco	15" x 10"	sft	100.0	8.0	12.5	4.0	50.0		50.0		
3	Ultro Spinkle HL - Wall	Nitco	15" x 10"	sft	30.0	8.0	3.8	4.0	15.0		15.0		
4	Jaipur Moti Off WhiteTiles	Nitco	12" x 12"	sft	40.0	12.0	4.0	4.0	16.0		16.0		
	Total								133.0		133.0		

Tiles required for: 2 Bath Rooms

S No.3	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Luna Dark - Wall	Nitco	15" x 10"	sft	104.0	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 Beiege	Nitco	12" X 12"	sft	40.0	12.0	4.0	2.0	8.0		8.0		
	Total								75.0		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 Mehta & Modi Realty Ventures LLP	DC No.	1631
	Date	16/04/2022
	Vehicle No.	TS10UB3122
Site G.H.T.	P.O. / W.O. No.	85932
	P.O. / W.O. Date	25/02/2022

Sl No	PARTICULARS	Quantity
1	[illegible]	15 Boxes
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		15 Boxes

INWARD
Inward No: 12419 Dt: 16/04/2
MRN No: 106198 Dt: 18/04/2
Received By:
MEHTA & MODI REALTY VENTURES LLP
17:29

GSTIN :

Received the above materials in good condition.

Received by : Madhu

Stamp: of mad.

Date : 16/04/2022

For SUMMIT SALES LLP

16/04/2022

Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 19290
Date: 19/4
Sign: