PURCHASE DIVISION
Advice for approval for credit to supplier

①

Date	9/5/22	Prepared by	Manoj	Serial no.	3829
Supplier name	SSLLP			HO inward no.	
Firm/Company	MRM LLP	Project	GMR	HO received date	
PO/WO date	12/1/22	PO/WO No.	85353	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22842	28/3/22	79,031.68/-	□ Yes □ No
2.	23075	12/4/22	189,676.03/-	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	268,707.71/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105487 & 106062	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:	268,707.71/-
Amount E – PO / WO value:	585,822.33
Amount F – Difference (A – E):	317,114.62/-
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 ~~update~~	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	9/5/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
12 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.

MEMO

PUK

DATE & FROM:	TO & REMARKS.
02-05-22	Sohom Sir,
	PO. No. 85353
	Po. value 585822
	bill's Accounted 317,114 bill received for Books Part
Pending bill's against above PO	2,68,708
	bill No. 22842. 79032/- issued by Summit Sales not Account in AMR Books.
	Rajyalaxmi

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85353	PO date:	12/2/22	Req. no.:	192759	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 can be re-ordered, close PO

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
B NANDINI	[signature]	05/4/22	M.Ramprasad	[signature]	5/4/22

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.	22283 & 22636 dtd: 12/2/22
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Scan # 99833 & 98273

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		25/4			

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

Email: purchase@modiproperties.com

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

Customer Details		
Modi Reality Mallapur LLP	Invoice No.	22842
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	28-03-2022
	PO No.	85353
	PO Date.	12-02-2022
	Req ID	73580
	Req Date	05-02-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	192759

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft 27.75" x 21.75" - 128 nos		640	97.65	62,496.00	18	11,249.28
2	6188 - Miscellaneous - Hamali charges - NA - Per		640	7.00	4,480.00	18	806.40
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	66,976.00	12,055.68
	6,027.84	6,027.84	Total Invoice Amount	79,031.68	

Rupees : Seventy Nine Thousand Thirty One and Paise Sixty Eight Only.

SUMMIT SALES LLP
IN WARD
No: 94190
Date: 9/5
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

TAX INVOICE

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	Invoice No.	23075
Modi Reality Mallapur LLP	Invoice Date.	12-04-2022
Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	85353
	PO Date.	12-02-2022
	Req ID	73580
	Req Date	05-02-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	192759

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft 69.75" x 45.75" - 152 nos		1440	97.65	140,616.00	18	25,310.88
2	8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft 45.75" x 33.75" - 38 nos		96	97.65	9,374.40	18	1,687.40
3	6188 - Miscellaneous - Hamali charges - NA - Per		1536	7.00	10,752.00	18	1,935.36
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14							
15							

IGST	CGST	SGST	Total Taxable Amount	160,742.40	28,933.64
	14,466.82	14,466.82	Total Invoice Amount	189,676.03	

Rupees : One Lakh(s) Eighty Nine Thousand Six Hundred Seventy Six and Paise Three Only.

SUMMIT SALES LLP
IN WARD
No. 94191
Date: 9/5
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

09-02-2022 14:02:32

Estimate/Draft PO

85353
31.01.22 4:53:34

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	85353	192759
Doc Date	09-02-2022	
Quote No	Nil	
Quote Date	09-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Estimate/Draft PO for the Supply of following Items. 70+22

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft *69.75" x 45.75" - 152 nos*	3,648.00	97.65	0.00	18.00	420,348.10
2	8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft 30 *45.75" x 33.75" - 38 nos*	456.00	97.65	0.00	18.00	52,543.51
3	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft / *27.75" x 21.75" - 128 nos*	640.00	97.65	0.00	18.00	73,745.28
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	4,744.00	7.00	0.00	18.00	39,185.44
					Total Order Value . . .	**585,822.33**

Rupees : Five Lakh(s) Eighty Five Thousand Eight Hundred Twenty Two and Paise Thirty Three Only.

Terms and Conditions :-

Specification / Brand	As per given in the quotation.
Payment Terms	After delivery & production of bill
Tax	All taxes included in above price.
Delivery Date	Within 25days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty 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 Flat no. B- 401 to 408,501 to 508,601 to 608,201 to 208.
Completion Date	Work to be completed in 5days. Penalty of 5% of order value per week shall be levied for delay.
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.'

APPROVED BY
10 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

T.D. [signature] 9/2/22

PART DELIVERY

No.	Bill no.	Bill date	Amount
1.	22283	28/2/22	1,09,656/-
2.	22636	15/3/22	2,07,458/-
3.	22842	28/3/22	79,032/-
4.			
5.			

For *Modi Reality Mallapur LLP*
Authorised Signatory

Name : 09/02/2022

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

Name :

Date : __/__/____

Requisition Form - Powder coated grills for windows 05/02/2022

Company		Modi Realty Mallapur LLP			Gulmohar residency							
Req. no.		192759			73580							
Material required before												
Prepared by:		A. janaki										
Flat / Block no:		For b- Block Flat no. 401-408,501-508,601-608,201-208 flat work purpose.										
Type A1 1360 Sft 3 Bhk Order Value:		38	Flats									
Type A2 1360 Sft 3BHK Order Value:		0	Flats									
S No.	Item Description	Units	Qty required for Type A1 1360 Sft 3 BHK flat	Qty required for Type A2 1360 Sft 3 BHK flat	Type A1 1360 Sft 3BHK flats requirement	Type A2 1360 Sft 3BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date
1	Grill 6'x4'	nos	4.00	38.00	0	0	152.00	0.00	152.00	3648.00		
2	Grills 4'x3'	nos	1.00	32.00	0	0	38.00	0.00	38.00	456.00		
3	Grills 4'2"x4'3"	nos	0.00	0.00	0	0	0.00	0.00	0.00	0.00		
4	Grills 3'x4'	nos	0.00	0.00	0	0	0.00	0.00	0.00	0.00		
5	Grills 2'6" x 2"	nos	4.00	32.00	0	0	128.00	0.00	128.00	665.60		
	Total											

85353

31 JAN 2022

For MDs APPROVAL

- ☑ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

T.O 9/2/22

APPROVED BY
10 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

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

 28-03-2022

Customer Details

Modi Realty Mallapur LLP

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

GSTIN : 36AAEFM1459R1ZP

DC No	19528
DC Date	28-03-2022
PO No	85353
PO Date	12-02-2022
Req ID	73580
Req Date	05-02-2022
Loc Req No	192759

	Description of Goods	HSN/SAC	Qty
1	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft		640
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		640
3			
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No. 78840
Date 29/2
Sign.
P. DEPT.

INWARD
MODI REALTY MALLAPUR LLP
Ward No 8606 Dt. 28/03/22
MRN No 105667 Dt. 29/3/22
Sign.

Authorised Signatory

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	DC No.	19735
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date	12-04-2022
	PO No.	85353
	PO Date.	12-02-2022
	Req ID	73580
GSTIN : 36AAEFM1459R1ZP	Req Date	05-02-2022
	Loc Req No	192759

	Description of Goods	HSN/SAC	Qty
1	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft		1440
2	8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft		96
3	6188 - Miscellaneous - Hamali charges - NA - Per Sft		1536
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25	MODI REALTY MALLAPUR LLP		
26	Inward No 8119 Dt. 12/4/22		
27	GRN No 106062 Dt. 13/04/22		
28	12/4/22		
29	Rcd By ... Sign.....		
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 79673
Date: 9/5
Sign: ...
R.R. DIST.