

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 8/05/22		Prepared by: Vanaja P		Serial no. 3832	
Supplier name: SSUP				HO inward no.	
Firm/Company: mfmup		Project: Gmk.		HO received date	
PO/WO date: 31/03/22		PO/WO No. 86944		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22964	5/04/22	49,606/-	☐ Yes ☐ No
2.	23011	8/04/22	6,188/-	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges): 55,794/-

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

MRN nos.: 105947	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier: 55,794/-

Amount E - PO / WO value: 55,794/-

Amount F - Difference (A - E):

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: Vanaja P	APPROVED 12 MAY 2022 MINISH PARIKH MANAGER, PROCUREMENT				
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 No. 30k 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.:	
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
Rajalamb		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	

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.		22964	
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 GSTIN : 36AAEFM1459R1ZP							

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	23011		
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076				Invoice Date.	08-04-2022		
				PO No.	86944		
				PO Date.	31-03-2022		
				Req ID	75169		
				Req Date	31-03-2022		
GSTIN : 36AAEFM1459R1ZP				PAN AAEFM1459R			
Loc Req No				193025			
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4803 - Electrical - conducting - PVC Round Cover - 3		24	6.00	144.00	18	25.92
2	4780 - Electrical - conducting - PVC stripe connector	8536	150	16.00	2,400.00	18	432.00
3	4789 - Electrical - other - Modular switch Blank	8538	225	12.00	2,700.00	18	486.00
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15							
IGST				CGST		SGST	
471.96				471.96		471.96	
Total Taxable Amount				5,244.00		943.92	
Total Invoice Amount				6,187.92			
Rupees : Six Thousand One Hundred Eighty Seven and Paise Ninty Two Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

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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 86944 193025
Doc Date 31-03-2022
Quote No Nil
Quote Date 31-03-2022
SupplyType Supply

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 4573 - Electrical - other - FP - Isolator - 40Amps - nos	3.00	456.00	0.00	18.00	1,614.24
2 4596 - Electrical - other - MCB - 16Amps - nos	24.00	117.00	0.00	18.00	3,313.44
3 4605 - Electrical - other - MCB - 6Amps - nos	12.00	117.00	0.00	18.00	1,656.72
4 4632 - Electrical - other - Modular Plate - 8way - nos	24.00	98.00	0.00	18.00	2,775.36
5 4631 - Electrical - other - Modular Plate - 6way - nos	126.00	88.00	0.00	18.00	13,083.84
6 4628 - Electrical - other - Modular Plate - 2 way - nos	12.00	39.00	0.00	18.00	552.24
7 4790 - Electrical - other - Modular socket - 15 A - nos	24.00	95.00	0.00	18.00	2,690.40
8 4791 - Electrical - other - Modular socket - 6 A - nos	135.00	72.00	0.00	18.00	11,469.60
9 4796 - Electrical - other - Modular TV Socket - NA - Nos	6.00	51.00	0.00	18.00	361.08
10 4795 - Electrical - other - Modular Telephone Jack - NA - Nos	3.00	51.00	0.00	18.00	180.54
11 4713 - Electrical - switches - Switch - 16-amps - nos	24.00	70.00	0.00	18.00	1,982.40
12 4681 - Electrical - switches - Switch - 6Amps - nos	225.00	35.00	0.00	18.00	9,292.50
13 4788 - Electrical - other - Modular Bell switches - 6A - nos	3.00	65.00	0.00	18.00	230.10
14 4801 - Electrical - conducting - PVC round cover - 6 In - Nos	24.00	8.00	0.00	18.00	226.56
15 4585 - Electrical - other - Insulation tape - NA - nos	15.00	10.00	0.00	18.00	177.00
16 4803 - Electrical - conducting - PVC Round Cover - 3 In - nos	24.00	6.00	0.00	18.00	169.92

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

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Original / Office Copy / Purchase Div. Copy

17	4780 - Electrical - conducting - PVC stripe connector - NA - nos	150.00	16.00	0.00	18.00	2,832.00
18	4789 - Electrical - other - Modular switch Blank plates - NA - nos	225.00	12.00	0.00	18.00	3,186.00

Total Order Value . . . 55,793.94

Rupees : Fifty Five Thousand Seven Hundred Ninety Three and Paise Ninety Four Only.

Terms and Conditions :-

Specification / Brand	All items Sl.no.1 to 12 shall be of 'Wipro' 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
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for B-Block flats no,301,401,406.. 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.

Books of accounts verified and no bills wrt this PO were received by accounts	
Name:	<i>Rajyalakshmi</i>
Sign:	<i>R</i>
Date:	<i>6/5</i>

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form - Switches etc.

Company		Modi Realty Mallapur LLP		Site & Phase		Gulmohar Residency				
Req. no.		193025		Req. Date		31.03.22				
Material required before		02.03.22		ID no.						
Prepared by:		Srinivas		Approved by (sign):		Ram Prasad				
Flat / Block no:		B - Block flats no : 301,401,406.								
Type A 1660 Sft 3BHK Order Value:		3 Flats								
S No.	Item Description	Units	Qty required for Type A 1360 SA 3BHK flat	Qty required for Type D 840 SA 2BHK flat	Type D 840 SA 2 BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	40 Amps Isolator-4P	Nos	1.0		0	3.0	0	3.00		
2	16 Amps MCB	Nos	8.0		0	3.0	0	24.00		
3	6 Amps MCB	Nos	4.0		0	3.0	0	12.00		
4	10 AMPS MCB	Nos	2.0		0	3.0		6.00		
5	8 Module plates	Nos	8.0		0	3.0	0	24.00		
6	6 Module plates	Nos	42.0		0	3.0	0	126.00		
7	2 Module plates	Nos	4.0		0	3.0	0	12.00		
8	16 Amps Socket	Nos	8.0		0	3.0	0	24.00		
9	6 Amps Socket	Nos	45.0		0	3.0	0	135.00		
10	T.V Socket	Nos	2.0		0	3.0	0	6.00		
11	Telephone Socket	Nos	1.0		0	3.0	0	3.00		
12	16 Amps Switches	Nos	8.0		0	3.0	0	24.00		
13	6 Amps Switches	Nos	75.0		0	3.0	0	225.00		
14	Bell push	Nos	1.0		0	3.0	0	3.00		
15	Fan Regulator	Nos	8.0		0	3.0	0	24.00		
16	Blank Plate single	Nos	75.0		0	3.0	0	225.00		
17	PVC Connectors - 6Amps	Nos	50.0		0	3.0	0	150.00		
18	AC Round sheets 4"	Nos	50.0		0	3.0	0	150.00		
19	6" Fan Cover PVC	Nos	8.0		0	3.0	0	24.00		
20	fruit packing cover	Nos	2.0		0	3.0	0	6.00		
21	Insulation Tapes	Nos	5.0		0	3.0	0	15.00		
Total						63.00	0.00	1221.00		

Handwritten signature/initials

APPROVED BY
31 MAR 2022
PROJECT MANAGER

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/UNE: 36ACQFS2044C1Z7

1001 08-04-2022

Customer Details

Modi Reality Mallapur LLP

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

DC No. 19677

DC Date. 08-04-2022

PO No. 86944

PO Date. 31-03-2022

Req ID 75169

Req Date 31-03-2022

Loc Req No 193025

GSTIN: 36AAEFM1459R1ZF

	Description of Goods	HSN/SAC	Qty
1	4803 - Electrical - conducting - PVC Round Cover - 3 In - nos		24
2	4780 - Electrical - conducting - PVC stripe connector - NA - nos	8536	150
3	4789 - Electrical - other - Modular switch Blank plates - NA - nos	8538	225
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MODI REALITY MALLAPUR LLP

Invoice No 8092 OL

08/4/22

for Summit Sales LLP

Invoice No 105947 OL

9/4/22

Subject to Hyderabad Jurisdiction

Authorized signatory



Summit Sales LLP

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

Email: purchase@modiproperties.com

1 of 1 05-04-2022

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Modi Realty Mallapur LLP

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

DC No 19630
 DC Date 05-04-2022
 PO No. 86944
 PO Date. 31-03-2022
 Req ID 75169
 Req Date 31-03-2022
 Loc Req No 193025

GSTIN: 36AAEFML459R1ZP

Description of Goods	HSN/SAC	Qty
1 4573 - Electrical - other - FP - Isolator - 40Amps - nos	8536	24
2 4596 - Electrical - other - MCB - 16Amps - nos	8536	12
3 4605 - Electrical - other - MCB - 6Amps - nos	8536	24
4 4632 - Electrical - other - Modular Plate - 8way - nos	8536	126
5 4631 - Electrical - other - Modular Plate - 6way - nos	8536	12
6 4628 - Electrical - other - Modular Plate - 2 way - nos	8536	24
7 4790 - Electrical - other - Modular socket - 15 A - nos	8536	135
8 4791 - Electrical - other - Modular socket - 6 A - nos	8436	6
9 4796 - Electrical - other - Modular TV Socket - NA - Nos	8536	3
10 4795 - Electrical - other - Modular Telephone Jack - NA - Nos		24
11 4713 - Electrical - switches - Switch - 16-amps - nos		225
12 4681 - Electrical - switches - Switch - 6Amps - nos	8536	3
13 4788 - Electrical - other - Modular Bell switches - 6A - nos	3917	24
14 4801 - Electrical - conducting - PVC round cover - 6 In - Nos	8546	15
15 4585 - Electrical - other - Insulation tape - NA - nos		
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MODI REALTY MALLAPUR LLP

Ward No 8057 DL

MRN No 105166 06/04/22

Authorised By [Signature] 05/04/22

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

