

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:		12/05/22		Prepared by	Ramya	Serial no.	3980
Supplier name		SSLLP				HO inward no.	
Firm/Company		MPPL		Project	H.O	HO received date	
PO/WO date		23/11/21		PO/WO No.	82889	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	22222		21/02/22		2,806 f	☐ Yes ☐ No	
2.					/	☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						2,806 f	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:					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:						2,806	
Amount E – PO / WO value:						2,806 f	
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:			Final Bill				
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:	Ramya						
Sign:							
Date	12/05/22						
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 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 weightment 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: <i>to</i>					
PO no.: <i>52889</i>	PO date: <i>17/02/22</i>	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: <i>Material Received at site, PO can be closed.</i>					
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
<i>Munachi D</i>	<i>[Signature]</i>	<i>11/04/22</i>			
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
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	

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

To

Meenakshi

Bm

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s Modi Properties Pvt LtdDC No 4328Date 12/02/2022Site: Head officeVehicle No TS10UB0143P.O. / W.O. No 82889P.O. / W.O. Date 23/11/2021

Sl. No.	PARTICULARS	Quantity
1	Vitrified floor tiles 2ft x 2ft	5 Box's
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		5 Box's

Material Received
Modi

GSTIN :

Received the above materials in good condition.

Received by :

Stamp:

Date : 12/02/22

For SUMMIT SALES LLP

12/02/22

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

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.		22222			
Modi Properties Pvt. Ltd. HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD				Invoice Date.		21-02-2022			
				PO No.		82889			
				PO Date.		23-11-2021			
				Req ID		71332			
				Req Date		18-11-2021			
GSTIN : 36AABCM4761E1ZM				PAN AABCM4761E		Loc Req No		183291	
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes			69072100	5	475.65	2,378.25	18	428.08
	Bibilos								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		2,378.25	428.08
		214.04		214.04		Total Invoice Amount		2,806.33	
Rupees : Two Thousand Eight Hundred Six and Paise Thirty Three Only.									

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

Purchase Order

Page(s) 1 Of 1

11-04-2022 13:53:12

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

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	82889	183291
Doc Date	23-11-2021	
Quote No	Nil	
Quote Date	23-11-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes Bibilos	5.00	475.65	0.00	18.00	2,806.34
Total Order Value . . .					2,806.34

Rupees : Two Thousand Eight Hundred Six and Paise Thirty Four Only.

Terms and Conditions :-**Specification / Brand** Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2/4 tiles.**Payment Terms** After delivery and production of bill**Tax** Included in the above prices**Delivery Date** With in a day**Delivery Location** Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551**Penalty For Delay** Nil**Transportation Cost** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the rights to reject the items if not as speicified, above order is for B block flat no A Block corridor tiles flooring for 2 nd floor bathroom flooring , purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** Nil

Bill Not Received

Sangeetha

04/05/22

20% of accounts verified and
no bills and PO were
received for 4 months

Name: Sonpeetha
Sign: sangeetha
Date: 04/5/22

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Modi properties Pvt Ltd		Date:		23.11.2021		
Site & Phase :		Head office		Time:		10:57		
Supplier				Req.No.		183291		
Material required before date:					ID No.			11332
N o	Description		Size	Quantity	Units	Inward No	Date	
1.	Vitrified floor tiles		2fx2f	5				
2.								
Remarks: For 2 nd floor bathroom flooring purpose.								
Prepared By		Meenakshi		Approved by				
Sign.& Date		23.11.2021		Sign. & Date				

Note: On receipt of material at site write inward number and date in last 2 columns.