PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/05/22	Prepared by	Ramya	Serial no.	- 3698
Supplier name	SSLLP			HO inward no.	
Firm/Company	MCS	Project	Green towers	HO received date	
PO/WO date	17/03/22	PO/WO No.	86516	Scan ID.	104583, 102585

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22788 -> S.ID -> 102585	25/03/22	16,275/-	□ Yes □ No
2.	22787	25/03/22	46,463/-	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	62738/-

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:	62738/-
Amount E – PO / WO value:	94,500/-
Amount F – Difference (A – E):	31,762
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	16/05/022
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	[signature]			
Sign:	[signature]	[signature]			
Date	08/05/22	13 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

...KAR
SR. MANAGER PURCHASE

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: Greens Tower / M/s							
PO no.:	86516	PO date:	17/03/22	Req. no.:	74757	Advice Scan ID	16-03-22
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 Received at site, PO can be closed.	

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
Meenakshi.M	[signature]	08/04/22	–	–	–

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.	
☐	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
G.Paramesh	G.Paramesh	21/04/22			

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

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

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

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Mody Consultancy Services	Invoice No.	22788
Green Towers, Begumpet, Hyderabad	Invoice Date.	25-03-2022
	PO No.	86516
	PO Date.	17-03-2022
	Req ID	74757
GSTIN : 36AAXFM0733F1Z4 PAN AAXFM0733F	Req Date	16-03-2022
	Loc Req No	183446

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6535 - Paints - External Waterbase Primer - 20ltrs -	3210	5	2758.46	13,792.30	18	2,482.60
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Material Received

IGST	CGST	SGST			
			Total Taxable Amount	13,792.30	2,482.60
	1,241.30	1,241.30	Total Invoice Amount	16,274.91	

Rupees : Sixteen Thousand Two Hundred Seventy Four and Paise Ninty One Only.

for Summit Sales LLP

SUMMIT SALES LLP INWARD No: 92635 Date: 25/3 Sign:

Subject to Hyderabad Jurisdiction

Authorised signatory

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		
Mody Consultancy Services	Invoice No.	22787
Green Towers, Begumpet, Hyderabad	Invoice Date.	25-03-2022
	PO No.	86516
	PO Date.	17-03-2022
	Req ID	74757
	Req Date	16-03-2022
GSTIN : 36AAXFM0733F1Z4 PAN AAXFM0733F	Loc Req No	183446

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6501 - Paints - ACE External Emulsion - 20ltrs -		15	2625.00	39,375.00	18	7,087.50
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Material Received

IGST	CGST	SGST	Total Taxable Amount	39,375.00	7,087.50
	3,543.75	3,543.75	Total Invoice Amount	46,462.50	

Rupees : Fourty Six Thousand Four Hundred Sixty Two and Paise Fifty Only.

for Summit Sales LLP

SUMMIT SALES LLP
IN WARD
No: 92634
Date: 25/3
Sign:
R.P. DIST.

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 11-04-2022 12:36:21 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Consultancy Service**
5-4-187/3&4,II Floor,M.G.Road, Secunderabad.500003.
G S T No. : 36AAXFM0733F1Z4

Supplier Details			
Summit Sales LLP	**Doc No**	86516	183446
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	17-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-03-2022	
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	6501 - Paints - ACE External Emulsion - 20ltrs - buckets	20.00	2,625.00	0.00	18.00	61,950.00
2	6535 - Paints - External Waterbase Primer - 20ltrs - buckets	10.00	2,758.46	0.00	18.00	32,549.83
	Total Order Value . . .					**94,499.83**

Rupees : Ninty Four Thousand Four Hundred Ninty Nine and Paise Eighty Three Only.

Bill nor received yet

Books of accounts verified and no bills wrt this PO were received by accounts
Name: G. Paramesh
Sign: G. Paramesh
Date: 02/05/22

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality. - Asian brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Green Towers painting 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.

Accepted the above Terms And Conditions

For *Modi Consultancy Service*

Authorised Signatory

For *Summit Sales LLP*

Date : __/__/__

Name : ____________________

Name : ____________________

Requisition Form

Company Name:	MCS	Date:	16.03.2022
Site & Phase :	Green towers	Time:	10:57
Supplier		Req.No.	183446
Material required before date:		ID No.	74757

No	Description	Size	Quantity	Units	Inward No	Date
1.	~~Ace External emulsion~~		~~20~~	~~Ltrs~~		
2.	External waterbase primer		20	Ltrs		

Remarks: For stock replenishig purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	16.03.2022	Sign. & Date	

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

APPROVED
13 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE