PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 13/5/22 | Prepared by | Manu | Serial no. | 4031 |
| Supplier name | SSLLP | | | HO inward no. | |
| Firm/Company | MRM LLP | Project | GMR | HO received date | |
| PO/WO date | 27/4/22 | PO/WO No. | 87757 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 23350 | 28/4/22 | 15,045/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 15,045/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 106625 | 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: | 15,045/- |
| Amount E – PO / WO value: | ~~1570~~ 23,340/- |
| Amount F – Difference (A – E): | 8,295.40/- |
| 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 | | | | |
| Sign: | Manu | | | | |
| Date | 13/5/22 | | | | |
| 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 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.

PURCHASE DIVISION

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| 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 | | | | |
| Sign: | Manu | | | | |
| Date | 13/5/22 | | | | |
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Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MODI REALTY MALLAPUR LLP | Date: | 26.04.22 |
| Site & Phase : | GULMOHAR RESIDENCY | Time: | 15:00 |
| Supplier | | Req. No. | 193120 |
| Material required before date: | 29.04.22 | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Recron | Std | 3 | Bags | | |
| 2. | Roff chemical | 25kgs | 10 | Bags | | |
| 3. | Aradilite | 250grms | 10 | No's | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

Remarks: For G- block 3rd floor plastering &granite cladding res. work purpose at GMR site

| | | | |
|---|---|---|---|
| Prepared By | Srikanth | | |
| Sign.& Date | 26.04.22 | Approved by | Ram prasad |
| Note: | | Sign. & Date | |

APPROVED
26 APR 2022
T. RAM PRASAD
PROJECT MANAGER

Form for closure of purchase order

| Data required from site/engineers: | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | | PO date: | | 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: | | | | | | | |
| 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 |
|---|---|---|---|---|---|
| Raiyad | [signature] | 10/8/22 | | | |

| 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 |
|---|---|---|
| | | |

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** | Invoice No. | 23350 |
|---|---|---|
| Modi Reality Mallapur LLP | Invoice Date. | 28-04-2022 |
| Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 | PO No. | 87757 |
| | PO Date. | 27-04-2022 |
| | Req ID | 75949 |
| GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R | Req Date | 26-04-2022 |
| | Loc Req No | 193120 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 1012 - Building material - Polyster Fibres - 6mm - 3bags | 55022000 | 240 | 40.00 | 9,600.00 | 18 | 1,728.00 |
| 2 | 7109 - Plumbing - other - Araldite - other - gms 500grms | 3506 | 5 | 630.00 | 3,150.00 | 18 | 567.00 |
| 3 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 12,750.00 | | 2,295.00 |
| | 1,147.50 | 1,147.50 | Total Invoice Amount | 15,045.00 | | |

Rupees : Fifteen Thousand Fourty Five Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93846 Date: 28/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

08-05-2022 11:54:53 AM

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** | 87757 | 193120 |
| **Doc Date** | 27-04-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 27-04-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|
| 1 1012 - Building material - Polyster Fibres - 6mm - pkts *3bags* | 240.00 | 40.00 | 0.00 | 18.00 | 11,328.00 |
| 2 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs | 10.00 | 703.00 | 0.00 | 18.00 | 8,295.40 |
| 3 7109 - Plumbing - other - Araldite - other - gms *500grms* | 5.00 | 630.00 | 0.00 | 18.00 | 3,717.00 |
| **Total Order Value . . .** | | | | | **23,340.40** |

Rupees : Twenty Three Thousand Three Hundred Fourty and Paise Fourty 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<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, Admin 9502211011 |
| Penality 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 G-Block 3rd floor plastering & granite cladding 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 invoice must be sent to HO office or purchase site off |

For *Modi Reality Mallapur LLP*
Authorised Signatory

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

Name : ______________________ Name : ______________________ Date : __/__/____

5-1-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad

Email: purchase@modiproperties.com

...er / Transporter - Copy

## GSTIN/UNI: 36ACQFS2044C1Z7

| | | |
|---|---|---|
| **Details** | DC No | 19960 |
| ...ainy Mallapur LLP | DC Date | 28-04-2022 |
| ...19, Mallapur, Hyderabad. Next to NFC Railway Over Bridge,500076 | PO No. | 87757 |
| | PO Date. | 27-04-2022 |
| | Req ID | 75949 |
| | Req Date | 26-04-2022 |
| GSTIN - 36AAEFM1459R1ZP | Loc Req No | 193120 |

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8242 28/04/22
106625 29/04/22

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 29808
Date: 13/5
Sign: L