E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/05/22	Prepared by	Ramya	Serial no.	3910
Supplier name	SSUP			HO inward no.	
Firm/Company	MPPL	Project	H.O	HO received date	
PO/WO date	21/10/21	PO/WO No.	81965	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22246	21/02/22	57,216/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	57,216/-
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:	57,216/-
Amount E – PO / WO value:	57,216/-
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	APPROVED			
Sign:					
Date	12/05/22	13 MAY 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR Sr. MANAGER PURCHASE	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.

Form for closure of purchase order

Data required from site/engineers: HO							
PO no.:	81961	PO date:	22-10-22	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: 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
[illegible signature]	[signature]	11-04-22			

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

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
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

ORIGINAL 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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Pvt. Ltd.	Invoice No.	22246
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	21-02-2022
	PO No.	81965
	PO Date.	22-10-2021
	Req ID	70559
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	22-10-2021
	Loc Req No	183247

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9110 - Tiles - Stained Concrete Grigio -		25	810.00	20,250.00	18	3,645.00
2	9105 - Tiles - Grigio Serena - 600mm x 1200mm -		42	672.33	28,237.86	18	5,082.82
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	48,487.86	8,727.82
	4,363.91	4,363.91	Total Invoice Amount	57,215.67	

Rupees : Fifty Seven Thousand Two Hundred Fifteen and Paise Sixty Seven Only.

SUMMIT SALES LLP R.R. DIST. INWARD No. 91397 Date: 21/2 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Bin

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 Ltd	DC No. 4330
	Date : 17/02/2022
Site: Head office	Vehicle No. : TS10UB0143
	P.O. / W.O. No. : 81965
	P.O. / W.O. Date : 22/10/2021

Sl. No.	PARTICULARS	Quantity
1	Concrete Grigio 600mm x 1200mm	25 Box's
2	Grigio Serena 600mm x 1200mm	42 Box's
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		67 Box's

Material Recived

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 77892
Date: 18/2
Sign: L

GSTIN :

Received the above materials in good condition.

Received by :

Stamp:

Date : 17/02/2022

For SUMMIT SALES LLP

17/02/2021

Authorised Signatory

Purchase Order

 11-04-2022 13:53:12 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd 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	81965	183247
Doc Date	22-10-2021	
Quote No	Nil	
Quote Date	22-10-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9110 - Tiles - Stained Concrete Grigio - 600mmx1200mm - Boxes	25.00	810.00	0.00	18.00	23,895.00
2	9105 - Tiles - Grigio Serena - 600mm x 1200mm - Boxes	42.00	672.33	0.00	18.00	33,320.67
					Total Order Value . . .	**57,215.67**

Rupees : Fifty Seven Thousand Two Hundred Fifteen and Paise Sixty Seven Only.

Terms and Conditions :-

Specification / Brand	Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2 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
Penality 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 MDs cabin at HO , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

Bill Received
Sangeetha 04/05/22

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Sangeetha
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:	22.10.2021
Site & Phase :	Head office	Time:	10:57
Supplier		Req.No.	183247
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	~~Stained Concrete Grigio~~	~~600x1200~~	25	~~Box~~		
2.	Grigia Serena	600x1200	432	Box		

Remarks: For stock replenishig purpose.

Prepared By	Meenakshi	Approved by	
Sign.& Date	22.10.2021	Sign. & Date	

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