PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	15/5/22	Prepared by	Kavitha	Serial no.	4095
Supplier name	summit Sales LLP			HO inward no.	
Firm/Company	SOV	Project	SOV	HO received date	
PO/WO date	25/2/22	PO/WO No.	85930	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22423	4/3/22	15,180/-	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,180/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	104387	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:			15,180/-
Amount E – PO / WO value:			85,330/-
Amount F – Difference (A – E):			70,150/-
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	23/05/22		
Remarks:	— close the po —		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	15/5/22				
Date					
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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85930	PO date:	25/02/22	Req. no.:	183956	Advice Scan ID	
MRN nos. related to PO	104387, 104392						

☑	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
K. Tulasi Rani	(signed)	5/4/22			

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
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 05-04-2022 10:00:38 Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	85930	183956
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-02-2022	
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	9083 - Tiles - Balcony or kitchen dado country rosso - 12 in X 12 in X 12 pieces - Boxes	17.00	465.28	0.00	18.00	9,333.52
2	9099 - Tiles - Regal Beige - 600 mm X 1200 mm - Boxes	42.00	672.00	0.00	18.00	33,304.32
3	9124 - Tiles - Urabnwood Dark - 200mmx1200mm - Boxes	16.00	804.00	0.00	18.00	15,179.52
4	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	29.00	804.00	0.00	18.00	27,512.88
					Total Order Value . . .	**85,330.24**

Rupees : Eighty Five Thousand Three Hundred Thirty and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	Brand will be Ispira/Nitco box sft is 15.5, 4 tiles in a box, rate per sft Rs. 45.72 including GST, box sft is 11.62 6 tiles in a box rate per sft is Rs. 47.25
Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for V no 108, 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.'

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

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	Invoice No.	22423
Serene Consructions LLP	Invoice Date.	04-03-2022
SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad,	PO No.	85930
	PO Date.	25-02-2022
	Req ID	74180
GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P	Req Date	25-02-2022
	Loc Req No	183956

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9124 - Tiles - Urabnwood Dark - 200mmx1200mm -		16	804.00	12,864.00	18	2,315.52
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	12,864.00	2,315.52
	1,157.76	1,157.76	Total Invoice Amount	15,179.52	

Rupees : Fifteen Thousand One Hundred Seventy Nine and Paise Fifty Two Only.

SUMMIT SALES LLP IN WARD No: 91847 Date: 4/3 Sign: R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-02-2022 16:49:25 .Copy

85930
14.02.22 3:00:03

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	85930	183956
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-02-2022	
040-66335551 9618244433	**SupplyType**	Supply	

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Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for V no 108, 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.'

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	22683	4/3/22	15,180.00
2.	22422	4/3/22	9,334.00
3.			
4.			
5.			

For *Serene Constructions LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form -V.Tiles										
Company		SCLLP		Site & Phase		SOV-III				
Req. no.		183956		Req. Date		25-02-2022				
Material required before		28-02-2022		ID no.		74180				
Prepared by:		G.chadra kanth		Approved by (sign):						
Flat / Block no:		V.No:-108		Remarks:-						
Name of Supplier:-										
Type-Type-C1 3BHK Order Value:		1	Villa							
Type-A2 2040Sft 3BHK Order Value:			Villa							
S No.	Item Description	Units	Qty required for type-B villa-3BHK	Qty required for type-A2 villa-3BHK	Qty required for one Flat	Avg Qty required for one flat	Order Value	Qty required for Order value	Balance Qty to be ordered	
1	Country Cafe (1' X 1')	Sft	-	0.0	-	-	1.0		-	
2	Country Rosso(1' X 1')	Sft	-	200.0	200.0	200.0	1.0	200.0	200.0	17
3	Country Almond(1' X 1')	Sft	-	1.0	1.0	1.0	1.0	1.0	1.0	
4	Earth Beige(4' X 2')	Sft	-	0.0	-	-	1.0	-	-	
5	Crema Marfil (4' X 2')	Sft	-	0.0	-	-	1.0	-	-	
6	Regal beige (4' X 2')	Sft	-	650.0	650.0	650.0	1.0	650.0	650.0	152
7	Urban Wood Dk Natural(8"X 4')	Sft	-	250.0	250.0	250.0	1.0	250.0	250.0	16
8	Urban Wood LT Natural (8"X 4')	Sft	-	450.0	450.0	450.0	1.0	450.0	450.0	29
	Total			.	1,551.0				1,551.0	

85980

APPROVED
25 FEB 2022
P. PRABHAKAR
MANAGER PURCHASE

70

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

Serene Construction
CC8
e: SOV part III

DC No.	4344
Date	01/03/2022
Vehicle No.	AP29X4931
P.O. / W.O. No.	85930
P.O. / W.O. Date	25/02/2022

	PARTICULARS	Quantity
	Urbanwood Dark 200mm X 1200mm	16 Box's
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	1719 1/3/22	
16	104387 3/3/22	
17		
18		
19		
20		16 Box's

SUMMIT SALES LLP
INWARD
No: 79270
Date: 19/4
Sign:
R.R. DIST.

GSTIN :

Received the above materials in good condition

Received by : Bitalajit Stamp:

Date : 01/03/2022

For SUMMIT SALES LLP

Authorised Signatory