6

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/05/22	Prepared by	Vanajathi	Serial no.	4036
Supplier name	SS UP.			HO inward no.	
Firm/Company	GMRM UP	Project	GMR	HO received date	
PO/WO date	12/04/22	PO/WO No.	87337	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23414	30/04/22	9,204/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,204/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106706	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:	9,204/-
Amount E – PO / WO value:	49,135/-
Amount F – Difference (A – E):	39931/-
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[signature]				
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.

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
Rajyalakshmi		10/5/22			

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

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	Invoice No.	23414
Modi Reality Mallapur LLP	Invoice Date.	30-04-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	87337
	PO Date.	12-04-2022
	Req ID	75518
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	11-04-2022
	Loc Req No	193059

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3	39172390	20	390.00	7,800.00	18	1,404.00
2							
3							
4							
5							
6							
7							
8							
9							
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11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	7,800.00	1,404.00
	702.00	702.00	Total Invoice Amount	9,204.00	

Rupees : Nine Thousand Two Hundred Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93957 Date: 30/4 Sign:

Purchase Order

[illegible]

[illegible] Modi Reality Mallapur LLP
[illegible] II nd floor, Soham [illegible] Secunderabad
G.S.T No: 36AAEFM1459R1ZP

Supplier Details

[illegible] LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

040 6633[illegible]
[illegible]

Doc No	[illegible]
Doc Date	[illegible]
Quote No	[illegible]
Quote Date	[illegible]
Supply Type	[illegible]

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items

Item Name	Qty	Rate	Dis%	GST%	Amount
[illegible] - Plumbing - PVC - Bend Plain - 4 In - nos	40.00	35.00	0.00	18.00	[illegible]
[illegible] - Plumbing - PVC - Tee with door - 4 In - nos	5.00	210.00	0.00	18.00	1,239.00
[illegible]0184 - Plumbing - PVC - Reducer - NA - Nos	40.00	[illegible]	0.00	18.00	802.40
[illegible]7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3 In - nos	60.00	390.00	0.00	18.00	[illegible]
[illegible]7270 - Plumbing - PVC - Single Y - 3 In - nos	25.00	[illegible]30.00	0.00	18.00	[illegible]
6 10023 - Plumbing - PVC - Bend Plain - 3 In - nos	20.00	80.00	0.00	18.00	[illegible]
[illegible]10024 - Plumbing - PVC - Bend with door - 3 In - nos	10.00	98.00	0.00	18.00	[illegible]
[illegible]7267 - Plumbing - PVC - Plain Tee - 3 In - nos	25.00	122.00	0.00	18.00	[illegible]
[illegible]10024 - Plumbing - PVC - Bend with door - 3 In - nos	10.00	98.00	0.00	18.00	[illegible]

Total Order Value 49,135.20

Rupees : Forty Nine Thousand One Hundred Thirty Five and Paise Twenty Only

Books of accounts verified and no bills wrt this PO were received by accounts
Name: [illegible]
Sign: [illegible]
Date: 6/5/22

Terms and Conditions :-

Specification / Brand	[illegible]
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day
Delivery Location	[illegible] Residency
	Survey No 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge
	Phone : Contact: Security ______ Admin [illegible]
Penalty For Delay	[illegible]
Transportation Cost	Transport cost shall be borne by us

For Modi Reality Mallapur LLP

Authorised Signatory

Accepted the above Terms and Conditions

For Summit Sales LLP

Purchase Order

[illegible]	[illegible]
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. [illegible]
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required [illegible] for payment. [illegible] be sent to HO office or purchase site office. Proof of delivery [illegible] can be sent by email.

For Modi Realty Mallapur LLP

[illegible]

For Summit Sales LLP

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	11.04.2022
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193059
Material required before date:	urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC plane bend	4"	40	No's		
2.	PVC door tee	4"	5	No's		
3.	PVC reducer	4"x3"	40	No's		
4.	PVC FTA	4"	20	No's		
5.	PVC pipe 20'length	3"	30	No's		
6.	PVC plane Y	3"	25	No's		
7.	PVC plane bend	3"	20	No's		
8.	PVC door bend	3"	10	No's		
9.	PVC plane tee	3"	25	No's		
10.	PVC door tee	3"	10	No's		

Remarks: For B-block flat no: 1 to 8 hanging work purpose at GMR site .

Prepared By	Madhan	Approved by	
Sign.& Date	11.04.2022	Sign. & Date	

Note:

APPROVED BY
11 APR 2022
...SAD.
PROJECT MANAGER

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

Customer Details

Modi Reality Mallapur LLP

Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076

GSTIN : 36AAEFM1459R1ZP

DC No.	20004
DC Date.	30-04-2022
PO No.	87337
PO Date.	12-04-2022
Req ID	75518
Req Date	11-04-2022
Loc Req No	193059

	Description of Goods	HSN/SAC	Qty
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MODI REALTY MALLAPUR LLP
8258 Dt. 30/04/22
106706 Dt. 2/05/22
30/4/22

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 79781
Date: 13/5
Sign:
R.R. DIST.