B

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/5/22	Prepared by	Vanajakshi	Serial no.	..JU4..
Supplier name	SSLLP			HO inward no.	
Firm/Company	MRM LLP	Project	GIMR	HO received date	
PO/WO date	13/4/22	PO/WO No.	87119	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SE/22-23/117	13/4/22	835/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	835/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	106085	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:	835/-
Amount E – PO / WO value:	835/-
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	(signature)				
Date	13/04/22				
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

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
: 66568151
: 29308151

SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/22-23/117 **Date :** 13-Apr-22 P.O. No. : 87119 // 193040 Date : 13-Apr-22

Reverse Charge (Y/N) : No D.C. No. : COLLECTED BY OWN Date : 13-Apr-22

State : Telangana State Code : 36 Vehicle No. : E-Way Bill No. :

Bill to Party :	Ship to Party :
MODI REALITY (MALLAPUR) LLP 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State: Telangana(36) GSTIN No.: 36AAEFM1459R1ZP	MODI REALITY (MALLAPUR) LLP 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State: Telangana(36) GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
12M METAL BOX	85381010	12.00 NOS.	59.00	708.00
				708.00
CGST TAX 9 %				63.72
SGST TAX 9%				63.72
ROUNDED				(-)0.44
				835.00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 677 Date 14/4/22 Sign.

of. mail

SUMMIT SALES LLP R.R. DIST. INWARD No: 93389 Date: 15/4 Sign: L

Indian Rupees Eight Hundred Thirty Five Only
Despatched Through :
Destination :

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. **Cheque return Charges Rs. 500/-**
5. Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

SHUBHAM ENTERPRISES SEC'BAD

Purchase Order

 24-04-2022 1:42:36 PM 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

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

040-66318150/23468151 6656-8151..
9849153774

Doc No	87119	193040
Doc Date	06-03-2022	
Quote No	Nil	
Quote Date	05-04-2022	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 4610 - Electrical - other - Metal box - 12way - nos	12.00	59.00	0.00	18.00	835.44
		Total Order Value . . .			**835.44**

Rupees : Eight Hundred Thirty Five and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st qlty. heavy & good qlty
Payment Terms	After delivery of all materials & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
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.Payment as per actual receipt of material. Above order for club house second floor work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Raiyalkahal
Sign:
Date: 10/5/22

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Shubham Enterprises*

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

Requisition Form - Electrical Conducting - Internal

Company	Modi Realty mallapur LL	Site & Phase	Gulmohar Recidency
Req. no	193040	Req. Date	05.04.22
Material required before	08.04.22	ID no	
Prepared by	nagendhar	Approved by (sign)	Ram prasad
Flat / Block no	club house secound floor work purpose		
Remarks			
Type A 1360 Sft 3BHK Order Value	0 Flats		
Type B 1660 Sft 3BHK Order Value	0 Flats		

S.No	Item Description	Units	Qty required forType B 1010 Sft 2BHK flat	Qty required forType A 1210 Sft 3BHK flat	Type B 1010 2BHK flats requirement	Type A 1210 Sft3 BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	PVC Pipe 1.2mm Thick	Nos	-	-	0	0	-	0	0.00		
2	PVC Junction Box 1"(4 way)	Nos	-	50.0	0	0	1.0	0	50.00		
3	PVC Bends	Nos	-	50.0	0	0	-	0	0.00		
4	Insulation Tapes	Box's	-	-	0	0	-	0	0.00		
5	Solvent Cement 250 ML	Nos	-	2.0	0	0	1.0	0	2.00		
6	DB Box 4 Way	Nos	-	-	0	0	-	0	0.00		
7	DB For Changeover	Nos	-	-	0	0	-	0	0.00		
8	8 Way Metal Box	Nos	-	-	0	0	-	0	0.00		
9	12 Way Metal Box	Nos	-	12.0	0	0	1.0	0	12.00		
10	2 Way Metal Box	Nos	-	-	0	0	-	0	0.00		
11	generator change over	Nos	-	-	0	0	-	0	0.00		
12	2 1/2 nails	Kgs	-	1.0	0	0	1.0	0	1.00		
	Total						1.00	0.00	64.00		

Note: For PVC pipes round off order to nearest bundles.

Nagendar

05 APR 2022

36AELFS6374J1ZC
No: AELFS6374J

TAX INVOICE

SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S
E-mail : shubhamentp1999@yahoo.co.uk
Ph : (O) 6621...

Invoice No. : SE/22-23/117 Date : 13-Apr-22	P.O. No : 87119 // 193040 Date : 13-...
Reverse Charge (Y/N) : No	D.C. No : COLLECTED BY OWN Date : 13-A...
State : Telangana State Code : 36	Vehicle No : E-Way Bill No. :
Bill to Party : MODI REALITY (MALLAPUR) LLP 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State Telangana(36) GSTIN No.: 36AAEFM1459R1ZP	Ship to Party : MODI REALITY (MALLAPUR) ... 2nd FLOOR 5-4-18-7/3&4 SOHAM MANSION SECUNDERABAD ,HYDERABAD State Telangana(36) GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
...M METAL BOX	85381010	17.00 NOS.	50.00	
CGST TAX 9 %				
SGST TAX 9%				
ROUNDED				
				835.

...ian Rupees Eight Hundred Thirty Five Only
Despatched Through :
Destination :

of ord...

...LTY (MALLAPUR) LLP
Inward No 8/24 Dt. 13/4/22
GRN No 106085 Dt. 14/04/22
Received By Jomar Sign. 13/4/22

SUDHAKAR PIPES AND FITTINGS
Honeywell THE POWER OF CONNECTED
norisys®
AKG
Bharat M.S. Pipes
HAVELLS
MODI'S

1. ~~Goods once sold will not be taken back.~~
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. Cheque return Charges Rs. 500/-
5. Bank Details : PUNJAB NATIONAL BANK. Account No. : 3631001600000013

E.&O.E.

For SHUBHAM ENTERPRISES

SUMMIT SALES LLP
INWARD No: 93389
Date: 15/4
Sign:
R.R. DIST.