PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/6/22	Prepared by	Deepa	Serial no.	4877
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	8/3/22	PO/WO No.	86202	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22541	10/3/22	1,408/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,408/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104766	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:	1,408/-
Amount E – PO / WO value:	7,439.66
Amount F – Difference (A – E):	6,032/-
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	13/6/22
Remarks:	Part bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
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.:	86202	PO date:	8/3/22	Req. no.:	141256	Advice Scan ID	
MRN nos. related to PO	104766						

☐	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:	full material recived

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
P. Snehe	Snehe	9/5/22	A. SURESH	[signature]	8/5/2022

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.	22541 dt-. 10-03-22 Amt. 1,408/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: Part bill Received. Scan ID. 99270			

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
S. Nagavallan	[signature]	10-05-22			

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

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

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

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	22541
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	10-03-2022
	PO No.	86202
	PO Date.	08-03-2022
	Req ID	74466
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	08-03-2022
	Loc Req No	141256

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8222 - Steel - other - Ms Z Angle Templates - 4 ft X 3 02 nos		28	42.00	1,176.00	18	211.68
2	6189 - Miscellaneous - Hamali Charges - NA - Per		28	0.60	16.80	18	3.02
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,192.80		214.70
	107.35	107.35	Total Invoice Amount	1,407.50		

Rupees : One Thousand Four Hundred Seven and Paise Fifty Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 92111
Date: 10/3
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 08-03-2022 13:54:12

86202
28.02.22 2:52:28

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5
G S T No. : 36ABLFM7631F1Z3

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	86202	141256
Doc Date	08-03-2022	
Quote No	Nil	
Quote Date	08-03-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8219 - Steel - other - Ms Z Angle Templates - 6 ft x 4 ft - Rft *06 nos*	120.00	42.00	0.00	18.00	5,947.20
2	8222 - Steel - other - Ms Z Angle Templates - 4 ft X 3 ft - Rft *02 nos*	28.00	42.00	0.00	18.00	1,387.68
3	6189 - Miscellaneous - Hamali Charges - NA - Per Rft	148.00	0.60	0.00	18.00	104.78
					Total Order Value . . .	**7,439.66**

Rupees : Seven Thousand Four Hundred Thirty Nine and Paise Sixty Six Only.

Terms and Conditions :-

Specification / Brand	All MS'Z' angles should be 3/4" - 3mm thickness. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide approval dtd. 08.09.17 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for A- 404 to 405.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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.'

[illegible] DELIVERY DETAILS

S.no.	Bill No.	Bill Dt.	Amount
1.	22541	10/3/22	1,408/-
2.			
3.			
4.			
5.			

Bal/- 6,032/-
11/3/22

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : 08/03/2022

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

Name : ________________

Date : __/__/____

Requisition Form - Poweder coated Z -Angles											
Company		MMR KOWKUR LLP		Site & Phase		GHT					
Req. no.		141256		Req. Date		08 March 2022					
Material required before		15 March 2022		ID no.	74466						
Prepared by:		A Suresh		Approved by (sign):							
Flat / Block no:		A - Flat no 404 to 405									
Name of the Supplier : SSLLP											
Type A 1715 Sft 3BHK Order Value:		2									
Type B 1715Sft 3BHK Order Value:											
S No.	Item Description	Units	Qty required for Type B 1715 Sft BHK club house	Qty required for Type A 1715 Sft 3BHK flat	Qty required for Type B 1715 Sft BHK club house	Qty required for Type A 1715 Sft 3BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward no
1	Powder coated Z Angle 6'x4'	nos	4		4	3	6	-	6	144.0	
2	Powder coated Z Angle 4'x3'	nos	4		1	1	2		2	24.0	
	Total					-	4			168.0	
	Note : Please issue the work order										

86202

APPROVED

08 MAR 2022

MINISH PARIKH
MANAGER PROCUREMENT

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

Mehta & Modi Realty Kowkur LLP

Sy No 196, Kowkur, Hyderabad, 500010

GSTIN 36ABLFM7631F1Z3

DC No	19277
DC Date	10-03-2022
PO No	86202
PO Date	08-03-2022
Req ID	74466
Req Date	08-03-2022
Loc Req No	141256

	Description of Goods	HSN/SAC	Qty
1	8222 - Steel - other - Ms Z Angle Templates - 4 ft X 3 ft - Rft		28
2	6189 - Miscellaneous - Hamali Charges - NA - Per Rft		28
3			
4			
5			
6			
7			
8			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 12215 Dt: 10/03/22
Req No: 104766 Dt: 11/3/2
Received By:
MEHTA & MODI REALTY KOWKUR LLP
13:24

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No: 80347
Date: 3/6/22
Sign:
R.R. DIST.