PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/6/22	Prepared by	Deepa	Serial no.	4875
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	16/3/22	PO/WO No.	86471	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23056	12/4/22	22,209.96	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,209.96
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106054	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:	22,209.96
Amount E – PO / WO value:	68,987.52
Amount F – Difference (A – E):	46,777/-
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:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	3/6/22				
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.:	86471	PO date:	16/3/22	Req. no.:	192949	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: Total material delivered, close the PO.							

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
A. Janaki	[signature]	6/5/22	M. Ramprasad	[signature]	6/5/22

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.	22931 Scan. Id. 105606 Rs. 46,977/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: 22,211/- bills pending for said PO			

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		12/5			

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

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.	23056
Modi Reality Mallapur LLP	Invoice Date.	12-04-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	86471
	PO Date.	16-03-2022
	Req ID	74678
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	15-03-2022
	Loc Req No	192949

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2169 - Carpentry - hardware - SS Mortise Lock -	8301	3	2350.00	7,050.00	18	1,269.00
2	2285 - Carpentry - hardware - SS Hinges - Others - 4 inches	8302	54	218.00	11,772.00	18	2,118.96
3							
4							
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IGST	CGST	SGST	Total Taxable Amount	18,822.00	3,387.96
	1,693.98	1,693.98	Total Invoice Amount	22,209.96	

Rupees : Twenty Two Thousand Two Hundred Nine and Paise Ninty Six Only.

SUMMIT SALES LLP R.R. DIST. INWARD No.: 93252 Date: 12/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 19-03-2022 2:18:39 PM

86471
28.02.22 2:52:30

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			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	86471	192949
	Doc Date	16-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	15-03-2022	
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	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	3.00	2,660.00	0.00	18.00	9,416.40
2	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	9.00	2,296.00	0.00	18.00	24,383.52
3	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	3.00	2,350.00	0.00	18.00	8,319.00
4	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	18.00	541.00	0.00	18.00	11,490.84
5	2092 - Carpentry - hardware - Door Stopper - NA - nos	12.00	105.00	0.00	18.00	1,486.80
6	2285 - Carpentry - hardware - SS Hinges - Others - nos *4 inches*	54.00	218.00	0.00	18.00	13,890.96
					Total Order Value . . .	**68,987.52**

Rupees : Sixty Eight Thousand Nine Hundred Eighty Seven and Paise Fifty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.Rate per sft Rs/- 126 + 18% Gst, Hardware will be Dorset
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in a 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	Transport by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 608,605,607. , purpose
Completion Date	Nil

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

APPROVED BY
21 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	22931	1/4/22	461777.
2.			
3.			
4.			
5.			

For Modi Reality Mallapur LLP
Authorised Signatory

Name : ______________ Name : ______________

Contact - -

Accepted the above Terms And Conditions
For Summit Sales LLP

Date : __/__/____

Purchase Order

 19-03-2022 2:18:39 PM Original / Office Copy / Purchase Div.Copy

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 ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form - Doors and hardware (Deluxe)				
Company	Modi Realty mallapur LLP	Site & Phase	Gulmohar residency	
Req. no.	192949	Req. Date	15.03.22	
Material required before	18.03.22	ID no.	74678	
Prepared by:	A.janaki	Approved by (sign):		
Flat / Block no:	For B-block flat no : 608,605,607 purpose at GMR site			
Type B1660 Sft 3BHK Order Value	3			
Type A Sft 3BHK Order Value	0			

86471

S No.	Item Description	Units	Qty required for type B2 1660 sft 3BHK flat	Qty required for type B 1660 sft 3BHK flat	2BHK flats requirement	3BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Qty in sft	Qty in sq mts	Inward No	Date
1	Panel Doors-38"x80" (main doors)	nos	-	1	-	3	3	-	3	63	6		
2	Panel Doors-32"x82" (Bed room shutter)	nos	-	3	-	3	9	-	9	164	15		
3	Panel Doors-32"x80" (Pooja room shutter)	nos	-	-	-	-			-	-		-	
4	Panel Doors-36"x82"	nos	-	-	-	-		-	-	-	-		
5	Panel Doors-26"x80" (Toilet & Utility door)	nos	-		-		-		-	-	-		
6	Mortise Lock	nos	-	1	-	3	3	-	3	-			
7	Cylindrical Locks	nos	-	6	-	3	18	-	18	-	-		
8	~~screws for hinges~~(no's)	nos		180	-	3	540	-	540	-	-		
9	SS ~~Hinges-4"~~	nos	-	18	-	3	54	-	54	-	-		
10	Magnetic Door Stopper	nos	-	4	-	3	12	-	12	-	-		
11	Total		-	213			639	-	639	227	21		
	Note												
	1) WPC Panel doors shutter with honey comb filling												

APPROVED
19 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
2 1 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
MAR 2022

DELIVERY CHALLAN

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Reality Mallapur LLP	DC No.	19719
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	12-04-2022
	PO No.	86471
	PO Date.	16-03-2022
	Req ID	74678
	Req Date	15-03-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	192949

	Description of Goods	HSN/SAC	Qty
1	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	8301	3
2	2285 - Carpentry - hardware - SS Hinges - Others - nos	8302	54
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MODI REALITY MALLAPUR LLP
Ward No 8110 DL 12/4/22
MRN No 106054 DL 13/04/22
Received By Uma Sign 12/4/22

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 80344
Date: 2/6/22
Sign:
R.R. DIST.