PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/6/22	Prepared by	Deepa	Serial no.	**4874**
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	4/3/22	PO/WO No.	86103	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22534	9/3/22	47,534/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	47,534
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	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:	47,534/-
Amount E – PO / WO value:	55,783/-
Amount F – Difference (A – E):	8,249/-
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:	Deepa				
Sign:	[signature]	[signature]			
Date	3/6/22	03 JUN 2022			
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.:	86103	PO date:	4/3/22	Req. no.:	141240	Advice Scan ID	
MRN nos. related to PO	104691						
☐	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
P. Snehe	Snehe	9/5/22	A. Smt		9/5/2022

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.	Dt. 09-03-22 Bill no. 22534 Rs. 47,534/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: part bill received scan ID. 99197			

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. Nyaralkar		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
		13 MAY 2022

APPROVED BY
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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	22534
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	09-03-2022
	PO No.	86103
	PO Date.	04-03-2022
	Req ID	74318
	Req Date	03-03-2022
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Loc Req No	141240

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9073 - Tiles - Bathroom wall tiles malashiyan brown		26	211.83	5,507.58	18	991.36
2	9072 - Tiles - Bathroom wall tiles malashiyan brown		25	211.83	5,295.75	18	953.24
3	9074 - Tiles - Bathroom malashiyan brown HL - 10		7	211.83	1,482.81	18	266.92
4	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in		6	386.75	2,320.50	18	417.68
5	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT -		25	211.83	5,295.75	18	953.24
6	9092 - Tiles - Bathroom floor - Maharaja Off white -		8	386.75	3,094.00	18	556.92
7	9075 - Tiles - Bathroom walltiles luna DK - 10 IN X		26	211.83	5,507.58	18	991.36
8	9076 - Tiles - Bathroon wall tiles Luna LT - 10 IN X		25	211.83	5,295.75	18	953.24
9	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X		16	211.83	3,389.28	18	610.08
10	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in		8	386.75	3,094.00	18	556.92
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	3,625.48	3,625.48	Total Taxable Amount	40,283.00	7,250.96
			Total Invoice Amount	47,533.95	

Rupees : Fourty Seven Thousand Five Hundred Thirty Three and Paise Ninty Five Only.

SUMMIT SALES LLP
IN WARD
No: 92699
Date: 10/3
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 04-03-2022 13:42:17

86103
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-
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	86103	141240
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	04-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-03-2022	
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	9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes	26.00	211.83	0.00	18.00	6,498.94
2	9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes	25.00	211.83	0.00	18.00	6,248.99
3	9074 - Tiles - Bathroom malashiyan brown HL - 10 IN X 15 IN X 8 Pieces - Boxes	7.00	211.83	0.00	18.00	1,749.72
4	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes	6.00	386.75	0.00	18.00	2,738.19
5	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	26.00	211.83	0.00	18.00	6,498.94
6	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	25.00	211.83	0.00	18.00	6,248.99
7	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	7.00	211.83	0.00	18.00	1,749.72
8	9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes	8.00	386.75	0.00	18.00	3,650.92
9	9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes	26.00	211.83	0.00	18.00	6,498.94
10	9076 - Tiles - Bathroon wall tiles Luna LT - 10 IN X 15 IN X 8 Pieces - Boxes	25.00	211.83	0.00	18.00	6,248.99
11	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	16.00	211.83	0.00	18.00	3,999.35
12	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes	8.00	386.75	0.00	18.00	3,650.92
					Total Order Value . . .	**55,782.60**

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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amt.
1.	2025311	9/3/22	47,534/-
2.			
3.			
4.			

Terms and Conditions :-

Specification / Brand	All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"x12"-11.62 Sft
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a day

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

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Purchase Order

 04-03-2022 13:42:17 Original / Office Copy / Purchase Div.Copy

Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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, damage is in suppliers account, above order is for A 101, 102, 117, 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form - Bathroom Tiles - Deluxe flat

Company	MMR KOWKUR LLP	Site & Phase	GHT
Req. no.	141240	Req. Date	2022-03-03
Material required before	Date 2022-03-05	ID no.	74318
Prepared by:	K Snehya	Approved by (sign):	A Suresh
Flat / Block no:	A -101 & 102 & 117		

APPROVED 05 MAR 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

APPROVED BY 05 MAR 2022 SOHAM MODI MANAGING DIRECTOR

Tiles required for: 2 Bath Rooms

S No.1	Name of tile	Brand / Company	Size	Units	A Qty required for one bathroom in sft	B No of sft of tiles per box	C=A/B Avg Qty required for one bathroom in boxes	D No. of bathrooms for which tiles are required	E=CxD Qty required in boxes	F Qty Available at site in boxes	G=E-F Balance Qty to be ordered in boxes	Inward No	Date
1	Malaysian Brown Dark - Wall	Nitco	15" x 10"	sft	104.0	8.0	13.0	2.0	26.0		26.0		
2	Malaysian BR Light - Wall	Nitco	15" x 10"	sft	100.0	8.0	12.5	2.0	25.0		25.0		
3	Malaysian BR HL - Wall	Nitco	15" x 10"	sft	30.0	8.0	3.8	2.0	7.5		7.5		
4	Jaipur Panama - Floor	Nitco	12" x 12"	sft	40.0	12.0	3.3	2.0	6.7		6.7		
	Total								65.2		65.2		

86107

Tiles required for: 2 Bath Rooms

S No.2	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Ultro Sprinkle Dark - Wall	Nitco	15" x 10"	sft	104.0	8.0	13.0	2.0	26.0		26.0		
2	Ultro Spinkle Light - Wall	Nitco	15" x 10"	sft	100.0	8.0	12.5	2.0	25.0		25.0		
3	Ultro Spinkle HL - Wall	Nitco	15" x 10"	sft	30.0	8.0	3.8	2.0	7.5		7.5		
4	Jaipur Moti Off WhiteTiles	Nitco	12" x 12"	sft	40.0	12.0	4.0	2.0	8.0		8.0		
	Total								66.5		66.5		

Tiles required for: 2 Bath Rooms

S No.3	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Luna Dark - Wall	Nitco	15" x 10"	sft	104.0	8.0	13.0	2.0	26.0		26.0		
2	Luna Light - Wall	Nitco	15" x 10"	sft	100.0	8.0	12.5	2.0	25.0		25.0		
3	Luna HL - Wall	Nitco	15" x 10"	sft	30.0	8.0	3.8	2.0	16.0		16.0		
4	Maharaja Beiege	Nitco	12" X 12"	sft	40.0	12.0	4.0	2.0	8.0		8.0		
	Total								75.0		75.0		

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Mehta & Modi Realty Kantur LLP

Site: G.H.-T

DC No.	4373
Date	8/03/2022
Vehicle No.	TS10UB3123
P.O. / W.O. No.	86103
P.O. / W.O. Date	4/03/2022

Sl. No.	PARTICULARS	Quantity
1	Malashiyan Brown DK	26 Box
2	Malashiyan Brown LT	25 "
3	Malashiyan Brown HL	7 "
4	jaipur pannm	6 "
5	Ultra Sprinkle LT	25 "
6	Maharaja off white	8 "
7	LUNA DK	26 "
8	LUNA LT	25 "
9	LUNA HL	16 "
10	Maharaja Beige	8 "
11		
12		
13		
14		
15		
16		
17		
18		
19		172 Box
20		

INWARD
Inward No: 2198 Dt: 08/03/22
MRN No: 004911
Received By:
MEHTA & MODI REALTY LLP
18:45

GSTIN :

Received the above materials in good condition.

Received by : Somesh

Stamp:

Date : 8/3/2022

For SUMMIT SALES LLP

Authorised Signatory

SUMMIT SALES LLP
IN WARD
No: 80345
Date: 3/6/24
Sign:
R.R. DIST.