PURCHASE DIVISION
Advice for approval for credit to supplier

8

Date:	4/6/22	Prepared by	Deepa	Serial no.	4847
Supplier name	SSLLP			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	13/4/22	PO/WO No.	87367	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23412	30/4/22	8,295.40	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8,295.40
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106712	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	~~8,295.40~~
Amount D (D–A+B-C) – Amount to be credited to the supplier:	8,295.40
Amount E – PO / WO value:	24,954.05
Amount F – Difference (A – E):	16,658.65
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]				
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.:		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

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		
Modi Reality Mallapur LLP	Invoice No.	23412
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	30-04-2022
	PO No.	87367
	PO Date.	13-04-2022
	Req ID	75537
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	12-04-2022
	Loc Req No	193080

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - 20kg	3214	10	703.00	7,030.00	18	1,265.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	7,030.00		1,265.40
	632.70	632.70	Total Invoice Amount	8,295.40		

Rupees : Eight Thousand Two Hundred Ninty Five and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 93955
Date: 30/4
Sign:
R.R. DIST.

Authorised signatory

Purchase Order

 08-05-2022 12:18:05 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

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

040-66335551
9618244433

Doc No	87367	193080
Doc Date	13-04-2022	
Quote No	Nil	
Quote Date	13-04-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs *20kg*	20.00	703.00	0.00	18.00	16,590.80
2	3127 - Chemicals - RBR bonding agent - 5ltrs - nos	5.00	1,417.50	0.00	18.00	8,363.25

Total Order Value . . . **24,954.05**

Rupees : Twenty Four Thousand Nine Hundred Fifty Four and Paise Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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.Above order for A-Block granite cladding work purpose.
Completion Date	NA
Measurment	NA
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.

Part bill received
but enclosed bill
not received

S.no.	Bill no.	Bill Dt.	Amount
1.	234/2	30/4	8295.40

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalaxmi
Sign:
Date: 3/6/22

For Modi Reality Mallapur LLP

Authorised Signatory

Accepted the above Terms And Conditions

For Summit Sales LLP

Name : ______________ Name : ______________ Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	12.04.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	12:30
Supplier		Req. No.	193080
Material required before date:	14.04.22	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	Roff chemical	25kgs	20	Bags		
2.	Roff adhesive	5Lts	5	Ltrs		
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For A-block granite cladding work purpose at GMR site (service lift)

Prepared By	Rahul.T	Approved by	Ram prasad
Sign.& Date	12.04.22	Sign. & Date	

Note:

T. Rahul

APPROVED
12 APR 2022
PRASAD
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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 30-04-2022

Customer Details

Modi Reality Mallapur LLP

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

GSTIN : 36AAEFM1459R1ZP

DC No	20002
DC Date	30-04-2022
PO No	87367
PO Date	13-04-2022
Req ID	75537
Req Date	12-04-2022
Loc Req No	193080

	Description of Goods	HSN/SAC	Qty
1	3165 - Chemicals - Roff Stone Tile Adhesive - 25 - Kgs	3214	10
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SUMMIT SALES LLP R.R. DIST.

86369
7/6/22

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

8261 Dt. 30/04/22

106712 Dt. 2/05/22

30/4/22