PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6	Prepared by	Prabhakar	Serial no.	4914
Supplier name	&SLLP			HO inward no.	-
Firm/Company	MPPL	Project	MPL .	HO received date	
PO/WO date	14/2	PO/WO No.	85493 .	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22225	21/2	12,000-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,000-00 .

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

MRN nos.:	104078	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:	12,000-00
Amount E – PO / WO value:	12,000-00
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	13/6
Remarks:	NOC taken .

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
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.

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details			
Modi Properties Private Limited,.		Invoice No.	22225
Sy No. 82/1, Mallapur, Nacharam, Hyderabad		Invoice Date.	21-02-2022
		PO No.	85493
		PO Date.	14-02-2022
		Req ID	73797
GSTIN : 36AABCM4761E1ZM	PAN AABCM4761E	Req Date	12-02-2022
		Loc Req No	166924

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6158 - Miscellaneous - Uniform - NA - Nos		2	2400.00	4,800.00	0	0.00
	Jackets - Thick grey(Raj Kumar Chagal,Murali Krishna)						
2	6158 - Miscellaneous - Uniform - NA - Nos		6	1200.00	7,200.00	0	0.00
	Dress code - Grey color shirt and block clor trousers(Raj Kumar Chagal,Murali						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	12,000.00	0.00
	0.00	0.00	Total Invoice Amount	12,000.00	

Rupees : Twelve Thousand Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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 Properties Private Limited,

Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	19021
DC Date	21-02-2022
PO No.	85493
PO Date	14-02-2022
Req ID	73797
Req Date	12-02-2022
Loc Req No	166924

	Description of Goods	HSN/SAC	Qty
1	6158 - Miscellaneous - Uniform - NA - Nos		2
2	6158 - Miscellaneous - Uniform - NA - Nos		6
3			
4			
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INWARD
Inward No: 18770 Dt: 21/02/22
MRN No: 104078 Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy. No. 82/1

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 75046
Date 23/2
Sign.

Purchase Order

 27-05-2022 12:41:28 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

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	85493	166924
Doc Date	14-02-2022	
Quote No	Nil	
Quote Date	14-02-2022	
SupplyType	Supply And Application	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6158 - Miscellaneous - Uniform - NA - Nos *Jackets - Thick grey(Raj Kumar Chagal,Murali Krishna)*	2.00	2,400.00	0.00	0.00	4,800.00
2	6158 - Miscellaneous - Uniform - NA - Nos *Dress code - Grey color shirt and block clor trousers(Raj Kumar Chagal,Murali Krishna)*	6.00	1,200.00	0.00	0.00	7,200.00
					Total Order Value . . .	**12,000.00**

Rupees : Twelve Thousand Only.

Terms and Conditions :-

Specification / Brand	Jacket - Dark grey color. Dress code - Shirt (Grey color) and Trouser (Block color) for (Raj Kumar Chagal,Murali Krishna)
Payment Terms	after delivery.
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	Nil
Completion Date	14-2-2022
Measurment	Nil
Security	Nil
Remarks	Nil

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Srikanth Sagar
Sign:
Date: 2/6/2022

Bill 1902

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85493	PO date:	14/2/22	Req. no.:	166924	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: Material Received from promotion team (sov). Dc's are not Received.

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. Sravani		5/4/22			

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.	
☐	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

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 APR 2022
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 05/04/2022 09:37:06 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

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	85493	166924
Doc Date	14-02-2022	
Quote No	Nil	
Quote Date	14-02-2022	
SupplyType	Supply And Application	

Kind Attn : Hamendra,Prabhakar

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			Total Order Value . . .			**12,000.00**

Rupees : Twelve Thousand Only.

Terms and Conditions :-

Specification /	Jacket - Dark grey color. Dress code - Shirt (Grey color) and Trouser (Block color) for (Raj Kumar Chagal,Murali Krishna)
Payment Terms	after delivery.
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	Nil
Completion Date	14-2-2022
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Name : ____________

Date : __/__/____