# PURCHASE DIVISION Advice for approval for credit to supplier



Date:	4/6	122	Prepared	d by	Doep	3	Serial no.		4851
Supplier name	e R	Ship	-		-		HO inward	no.	
Firm/Compan	mer	,	Project		Gm	2	HO receive	d date	
PO/WO date	13/4	1	PO/WO	No.	873	88	Scan ID.		
SI no.	Bill	no.		Bill	date		Bill amount		Original attached
in it	2321	56		25/1	1/22	4.9	27-68	•	Yes I No
2.						1	1		□ Yes □ No
3.									□ Yes □ No
4.							1		□ Yes □ No
Amount A – I	Bills total (Exclud	ding Trans	sport & Ha	amali Charg	ges):			4	1927.68
Proof of deliv	ery by way of:	DCs/bill	□ Steel re	eport  RM	C pour rep	ort 🗆 Sol	id block repo	ort 🗆 Inst	allation report
MRN nos.:		6					of delivery		☐ Yes ☐ No
	ther Credits : Tra	vanus ivatorti.	va alanuma			matche	s MRN	<u> </u>	
		msportane	on charges						_
Amount C -O									
	-A+B-C) — Атю	unt to be o	credited to	the supplie	er.		7	4,	927.68
	O / WO value:								9,794.14
Amount F – D	ifference (A – E	):					and the second	(	4866/-
Quantity recei	ved as per PO/W	VO.		Z Yes □ I	Excess rec	eived 🗆 Sh	ort received	Part re	ceived
Close PO/ Wo	)			Yes 🗆 1	Vo – wait	for balance	material 🗆 C	Other	
Payment - due	date				121	122			
Remarks:					End	b:1	)		
					411)	V			
Approved l	by Purchase	Officer		chase lager	M	D	Account	ant	Accounts Manager
Name:	Mel	3	vian	agei					wanager
Sign:			/						
Date	A	N							
Approval limit	Upto 20k	• 1	Above 20	0k	Above 10	0k	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

PO no.: PO date: Req. no.: Advice Scan ID  MRN nos. related to PO  Part material received.  Material not received.  Close PO – Balance material will be re-ordered by new requisition.	
□ Part material received. □ Full material received. □ Material not received. □ Close PÖ − Balance material will be re-ordered by new requisition.	
□ Full material received. □ Material not received. □ Close PO − Balance material will be re-ordered by new requisition.	
☐ Material not received. ☐ Close PO − Balance material will be re-ordered by new requisition.	
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	de 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.    Date	
Prepared by Sign PO more than 10k)	
Lajyaldana 10/5/2	
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.	
1	ha ladaana
· 1 C · 1 A 2020 Process bill after thorolly liv checking both t	r prepare
Down reports from day one to be inoroughly checked with 1 of Bills.	i, propuro
advice to credit to supplier and send to HO for processing. Close an open 105.	
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	

### **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

1 of 1:

IGST	CGST 375.84	SGST 375.84	Total Invoice			The late of the la	4,927.68	702.00
		COOT	Total Taxable	Amount		4,176,00		751.68
15								
		West of the second seco	7701					
4			11342					
3		(0 10x13)	SHIELF					
		ills wrt this PO verived by account	A					
2	bns bei	accounts verif	Naoks C	Ä.				
1								
10								
9								
8								
0							T 1	
7								
6								
5								
4								
3								
2							T	
2 4596 - Elec	ctrical - other - MCB -	16Amps - nos	8536	24	117.00	2,808.00	18	505.4
1 4573 - Ele	ctrical - other - FP - Iso	orator - 40Amps -		3	456.00	1,368.00	18	246.2
1 4572 F1-	Description of G		HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
G511N . 30	AAEFWI1459KIZF		AN AAEFWI1439	K	Loc Req No	193077		
CETIN · 26	AAEFM1459R1ZP	D	AN AAEFM1459	D	Req Date	12-04-20	22	
					Req ID	75526	22	
Sy No, 19, Ma	llapur, Hyderabad, Ne	xt to NFC Railway	Over Bridge,50007	5	PO No. PO Date.	87388 13-04-20	22	
Modi Reality					Invoice Date.	25-04-20	22	

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Beoks of accounts verified and no bills wrt this PO were received by accounts

Name: Payyulauuh

Sign:

Date: 3 | 4 | 2 |

Page(s) 1 Of 2

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.

GSTNo.: 36AAEFM1459R1ZP

Supplier Details

Summit Sales LLP	Doc No	87388	193077
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	Doc Date	13-04-2022	
	Quote No	Nil	
040-66335551	Quote Date	12-04-2022	
9618244433	SupplyType	Supply	

#### Kind Attn: Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	·Dis%	GST%	Amount
1 4573 - Electrical - other - FP - Isolator - 40Amps - nos	3.00	456.00	0.00	18.00	1,614.24
2 4596 - Electrical - other - MCB - 16Amps - nos	24.00	117.00	0.00	18.00	3,313.44
3 4605 - Electrical - other - MCB - 6Amps - nos	36.00	42.00	0.00	18.00	1,784.16
4 4632 - Electrical - other - Modular Plate - 8way - nos	18.00	95.00	0.00	18.00	2,017.80
5 4631 - Electrical - other - Modular Plate - 6way - nos	126.00	72.00	0.00	18.00	10,704.96
6 4628 - Electrical - other - Modular Plate - 2 way - nos	12.00	36.00	0.00	18.00	509.76
7 4790 - Electrical - other - Modular socket - 15 A - nos	24.00	95.00	0.00	18.00	2,690.40
8 4791 - Electrical - other - Modular socket - 6 A - nos	135.00	72.00	0.00	18.00	11,469.60
9 4796 - Electrical - other - Modular TV Socket - NA - Nos	6.00	51.00	0.00	18.00	361.08
10 4795 - Electrical - other - Modular Telephone Jack - NA - Nos	3.00	51.00	0.00	18.00	180.54
11 4713 - Electrical - switches - Switch - 16-amps - nos	24.00	70.00	0.00	18.00	1,982.40
12 4681 - Electrical - switches - Switch - 6Amps - nos	225.00	35.00	0.00	18.00	9,292.50
13 4788 - Electrical - other - Modular Bell switches - 6A - nos	3.00	56.00	0.00	18.00	198.24
14 4801 - Electrical - conducting - PVC round cover - 6 In - Nos	24.00	8.00	0.00	18.00	226.56
15 4585 - Electrical - other - Insulation tape - NA - nos	15.00	10.00	0.00	18.00	177.00
16 4803 - Electrical - conducting - PVC Round Cover - 3 In - nos	180.00	6.00	0.00	18.00	1,274.40

For Modi Reality Mallapur LLP

Accepted the above Terms And Conditions

Authorised Signatory

For Summit Sales LLP

		Date ://
	Name :	
Name:		

# PURCHASE DIVISION Advice for approval for credit to supplier



Date:	4/6/22	Prepared	by	Doeps		Serial no.	4851
Supplier name	85hp			1		HO inward no.	
Firm/Company	menthe	Project		6me		HO received d	ate
PO/WO date	13/4/22	PO/WO	No.	8738	88	Scan ID.	
SI no.	Bill no.		Bill	date	]	Bill amount	Original attached
1.	23256		25/1	1/22	4.9	27-68	Yes 🗆 No
2.					1	1	□ Yes □ No
3.							□ Yes □ No
4.						1	□ Yes □ No
Amount A – Bills	total (Excluding Tran	sport & Ha	mali Charg	gcs):			41927.68
Proof of delivery	by way of: □ DCs/bill	□ Steel re	port 🗆 RM	C pour repo	rt 🗆 Sol	id block report	Installation report
MRN nos.:	(9)				Proof o	of delivery	□ Yes □ No
	Credits : Transportati	on shaums			matene	S MIKIN	
Amount C -Other							_
	B-C) – Amount to be	credited to	the supplie	:r.			4,927.68
Amount E – PO /							59,794.14
Amount F – Diffe							CU8461-
Quantity received	as per PO/WO					ort received D P	art received
Close PO/WO			Yes 🗆 1	No – wait fo	r balance	material   Other	er
Payment – due da	te			13/6	122		
Remarks:				Food	101°	)	
				711)~	V1		
Approved by	Purchase Officer	Purch		M D		Accountant	Accounts
Name:	Duls	Mana	ager				Manager
Sign:							
Date	1/2/20						
Approval limit	Upto 20k	Above 201	k	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.

#### Purchase Order

Purchase	order					
Page(s) 2 Of 2 08-05-2022 12:18:05 PM			Original /	Office Copy	Purchase Div.Copy	
17 4780 - Electrical - conducting - PVC stripe connector - NA - nos	150.00	16.00	0.00	18.00	2,832.00	
18 4792 - Electrical - other - Modular Step Dimmer - NA - Nos	21.00	201.00	0.00	18.00	4,980.78	
19 4789 - Electrical - other - Modular switch Blank plates - NA - nos	135.00	12.00	0.00	18.00	1,911.60	
20 4603 - Electrical - other - MCB - 10Amps - nos	18.00	107.00	0.00	18.00	2,272.68	
Rupees: Fifty Nine Thousand Seven Hundred Ninty Four and Pai	ise Fourteen (	Total Ord		e	59,794.14	

Terms and Conditions :-

Specification / Brand All items shall be of 'CG' brand, Seawind model

Payment Terms

After Delivery & Production of bill.

Tax

All taxes included in above price.

Delivery Date

Next day.

Delivery Location

Gulmohar Residency

Part bill received bill but Enchanterior Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge

Phone. Contact: Security \_\_\_\_\_, Admin 9502211011

Penality For Delay

Transportation Cost

Transport cost shall be borne by us.

Warranty

Advance Paid

Other Terms

We reserve the right items not confirming to qlty & specs. Above order for B Block flat no-107, 108,103. purpose.

Completion Date

Measurment

Security

Remarks

Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice 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

Accepted the above Terms And Conditions

For Summit Sales LLP

	Date ://
Name :	

### Form for closure of purchase order

	uired from	site/eng			Des colo	Advice S	Scan ID
PO no.:		D.O.	PO date:		Req. no.:	Advices	Scall ID
MRN no	s. related to		aluad				
	Part mate						
	Full mate						
	Material						
	1			will be re-ordered by	y new requisition.		
			erial not requ				
				e-ordered by new re	quisition.		
		-	Material requ				
	Keep PO	open.	Work under p	progress.			
Remarks	by engine	er:					
					A O Descide bedee	f DCs/prosf of daling	ny + PO 3 Provide conies of
Notes: 1. P	rovide details	s of mater	rial received by	way of separate attachme	ent. 2. Provide hardcopy o	DCs/proof of delive	ry + PO. 3. Provide copies of
Prepared		Sign	e set to be sent b	y way of hard copy to As Date	Project manager	Sign	Date
Frepared	Jy	Oigii			1		
Data regu	uired from	accoun	ts:				
	Che	cked w	ith E&D for r	receipt of bills.			
	Bill	s not red	ceived agains	st this PO.		((a))	
			eived against		Bill nos.		P (4)
			ceived against			19	3
			aid against thi		Amount paid		
Remarks	by Accoun						
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•					1		
Notes: 1. Po	os issued for	false ceili	ing and such wor	rks may have been proces	sed by E&D. Check before	e filling the above.	Data
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Requisition Form - Switches etc Company Req no	Modi Reali	Mod Realty Mallapur LLP 193677		Gulmohar Residency	ency	Construction of the season of			to the second second second
Material required before	14 04 22		ID no	77 40 71					
Flat Block no	madhan B - Block	B - Block flats no : 107,108,103	Approved by (sign) 8,103	Ram Prasad					
Type A 1660 Sft 3BHK Order Value	1	3 Flats							
S No.  Item Description	Units	Qty required forType A 1360 Sft 3BHK flat	Qty required orType D 840 Sft 2BHK flat	Sft 2 BHK flats equirement	Quantity	ty Available at site	lalance Qty be ordered	1	ward No
40 Amps Isolator-4P	Nos		fc	re		Q			In
2 16 Amps MCB	Nos	20.0		0	3.0	0	3 00		
3 6 Amps MCB	Nos	12.0	<b>3</b>	0	3.0	0	24 00	0	0
4 10 AMPS MCB	Nos	60		0	3.0	0	36 00	0	0
5 8 Module plates	Nos	6.0		0 0	3.0		18 00	Š	8
6 6 Module plates	Nos	42.0		0 0	200		18 00	्ठ	5 0
2 Module plates	Nos	4.0		0	30	0 0	1200	5 6	6 6
o 6 Amps Socket	Nos	8.0		0 0	3.0	0 0	24 00	0 0	0 0
10 T V Socket	Nos	45.0		0	3.0	0	135 00	0	0
11 Telephone Socket	Nos	10		0	3.0	0	6 00		
12 16 Amps Switches	Nos	8.0		0	3.0	0	3.00		
13 6 Amps Switches	Nos	75.0		0 0	3 0.0	0	24 00		
14 Bell push	Nos	1.0		. 0	3.0	0 0	3 00 00 277		- 90
16 Blank Plate single	Nos	7.0		0	3.0	0	21.00		
17 PVC Connectors - 6Amps	Nos	50.0	The second secon	0 0	3.0	0	135 00	0	0
18 AC Round sheets 4"	Nos	60.0	The second difficulties are assessed to the second	0	3.0	0	150.00	ŏ	ŏ
19 6" Fan Cover PVC	Nos	8.0	the contract of the second of		3.0	0	180 00	00	00
20 fruit packing cover	Nos	1.0		0 (	30	0	24	24 00	00
Total	Nos	5.0	And the state of t	0	3.0	0 0	- 5	5 00	00 8
	And the second s	er e			00 29	000	1185 00	3	90



### DELIVERY CHALLAN

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

Email: purchase@modiproperties.com

1 of 1:25-04-2022 Supplier / Customer / Transporter - Copy GSTIN/UNI: 36ACQFS2044C1Z7 19884 DC No. Customer Details Modi Reality Mallapur LLP 25-04-2022 DC Date. Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 PO No. 87388 PO Date. 13-04-2022 Req ID 75526 Req Date 12-04-2022 GSTIN: 36AAEFM1459R1ZP 193077 Loc Req No Description of Goods HSN/SAC Qty 1 4573 - Electrical - other - FP - Isolator - 40Amps - nos 3 4596 - Electrical - other - MCB - 16Amps - nos 8536 24 5 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction