(8)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6/22	Prepared by	Deeps	Serial no.	4851
Supplier name	SSLHP			HO inward no.	
Firm/Company	MRMLHP	Project	GMR	HO received date	
PO/WO date	13/4/22	PO/WO No.	87388	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23256	25/4/22	4,927-68	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,927.68
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:	4,927.68
Amount E – PO / WO value:	59,794.14
Amount F – Difference (A – E):	5,4866/-
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:	Deeps				
Sign:	[signature]				
Date	4/6/22				
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.:		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		10/5/2			

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.		
☐	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	Invoice No.	23256
Modi Reality Mallapur LLP	Invoice Date.	25-04-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	87388
	PO Date.	13-04-2022
	Req ID	75526
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	12-04-2022
	Loc Req No	193077

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4573 - Electrical - other - FP - Isolator - 40Amps -		3	456.00	1,368.00	18	246.24
2	4596 - Electrical - other - MCB - 16Amps - nos	8536	24	117.00	2,808.00	18	505.44
3							
4							
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11							
12							
13							
14							
15							

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

Name:

Sign:

Date:

IGST	CGST	SGST				
			Total Taxable Amount	4,176.00		751.68
	375.84	375.84	Total Invoice Amount		4,927.68	

Rupees : Four Thousand Nine Hundred Twenty Seven and Paise Sixty Eight Only.

for Summit Sales LLP

SUMMIT SALES LLP IN WARD No: 93667 Date: 25/4 Sign: R.R. DIST.

Authorised signatory

Subject to Hyderabad Jurisdiction

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

Name: Rajyalaxmi

Sign: [signature]

Date: 3/6/12

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	87388	193077
Doc Date	13-04-2022	
Quote No	Nil	
Quote Date	12-04-2022	
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*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

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

8

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6/22	Prepared by	Deeps	Serial no.	4851
Supplier name	SSLHP			HO inward no.	
Firm/Company	MRMLHP	Project	GMR	HO received date	
PO/WO date	13/4/22	PO/WO No.	87388	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23256	25/4/22	4,927-68	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,927.68
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:	4,927.68
Amount E – PO / WO value:	59,794.14
Amount F – Difference (A – E):	5,4866/-
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:	find bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deeps				
Sign:	[signature]				
Date	4/6/22				
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.

Purchase Order

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

Total Order Value . . . **59,794.14**

Rupees : Fifty Nine Thousand Seven Hundred Ninty Four and Paise Fourteen Only.

Bill received 54819

Pending 4975

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 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 items not confirming to qlty & specs. Above order for B Block flat no-107 ,108,103. 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 invoice 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

3/6/22

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Name : ____________

Date : __/__/____

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		10/5/2			

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.		
☐	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

Requisition Form - Switches etc

Company	Modi Realty Mallapur LLP	Site & Phase	Gulmohar Residency
Req no	193077	Req Date	12 04 22
Material required before	14 04 22	ID no	
Prepared by:	madhan	Approved by (sign)	Ram Prasad
Flat / Block no	B - Block flats no : 107,108,103		

Type A 1660 Sft 3BHK Order Value: 3 Flats

S No	Item Description	Units	Qty required forType A 1360 Sft 3BHK flat	Qty required forType D 840 Sft 2BHK flat	Type D 840 Sft 2 BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	40 Amps Isolator-4P	Nos	1.0		0	3.0	0	3 00		
2	16 Amps MCB	Nos	8.0		0	3.0	0	24 00		
3	6 Amps MCB	Nos	12.0		0	3.0	0	36 00		
4	10 AMPS MCB	Nos	6.0		0	3.0		18 00		
5	8 Module plates	Nos	6.0		0	3.0	0	18 00		
6	6 Module plates	Nos	42.0		0	3.0	0	126 00		
7	2 Module plates	Nos	4.0		0	3.0	0	12 00		
8	16 Amps Socket	Nos	8.0		0	3.0	0	24 00		
9	6 Amps Socket	Nos	45.0		0	3.0	0	135 00		
10	T V Socket	Nos	2.0		0	3.0	0	6 00		
11	Telephone Socket	Nos	1.0		0	3.0	0	3 00		
12	16 Amps Switches	Nos	8.0		0	3.0	0	24 00		
13	6 Amps Switches	Nos	75.0		0	3.0	0	225 00		
14	Bell push	Nos	1.0		0	3.0	0	3 00		
15	Fan Regulator	Nos	7.0		0	3.0	0	21 00		
16	Blank Plate single	Nos	45.0		0	3.0	0	135 00		
17	PVC Connectors - 6Amps	Nos	50.0		0	3.0	0	150 00		
18	AC Round sheets 4"	Nos	60.0		0	3.0	0	180 00		
19	6" Fan Cover PVC	Nos	8.0		0	3.0	0	24 00		
20	fruit packing cover	Nos	1.0		0	3.0	0	3 00		
21	Insulation Tapes	Nos	5.0		0	3.0	0	15 00		
	Total					63.00	0.00	1185 00		

APPROVED BY
11 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

Customer Details		
Modi Reality Mallapur LLP	DC No.	19884
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	25-04-2022
	PO No.	87388
	PO Date.	13-04-2022
	Req ID	75526
	Req Date	12-04-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	193077

	Description of Goods	HSN/SAC	Qty
1	4573 - Electrical - other - FP - Isolator - 40Amps - nos		3
2	4596 - Electrical - other - MCB - 16Amps - nos	8536	24
3			
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ODI REALTY MALLAPUR LLP
ard No 8228 Dt. 25/4/22
RN No 106474 Dt. 26/4/22
25/04/2022
ived By Jroman Sign.....

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 80370
Date: 2/6/22
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction