PURCHASE DIVISION
Advice for approval for credit to supplier

\Date:	9/6/22	Prepared by	Manoj	Serial no.	5045
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	7/3/22	PO/WO No.	86182	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24081	9/6/22	32,922/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	32,922/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104942 — 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:	32,922/-
Amount E – PO / WO value:	158,848.65/-
Amount F – Difference (A – E):	125926.65/-
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	12/6/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	9/6/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
10 JUN 2022
MANISH PARIKH
MANAGING PARTNER

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.:	86182	PO date:	7/3/22	Req. no.:	141245	Advice Scan ID	
MRN nos. related to PO	104879, 104948						

☑	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. SURESH	[signature]	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.	
□	All bills received against this PO.		
□	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Bill Not Received

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. Kyruelly	[signature]	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

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

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

TAX INVOICE

ORIGINAL INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Mehta & Modi Realty Kowkur LLP	Invoice No.	24081
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	09-06-2022
	PO No.	86182
	PO Date.	07-03-2022
	Req ID	74405
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	05-03-2022
	Loc Req No	141245

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes Tagus, 2'x2'		40	697.50	27,900.00	18	5,022.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	27,900.00	5,022.00
	2,511.00	2,511.00	Total Invoice Amount	32,922.00	

Rupees : Thirty Two Thousand Nine Hundred Twenty Two Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 95392 Date: 9/6/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 07-03-2022 16:46:08

86182
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-500
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	86182	141245
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-03-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-03-2022	
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	9125 - Tiles - Marbo opera beige - 2 ft X 2ft - Boxes	116.00	697.50	0.00	18.00	95,473.80
2	9068 - Tiles - Other - NA - Boxes *Tagus, 2'x2'*	77.00	697.50	0.00	18.00	63,374.85
					Total Order Value . . .	**158,848.65**

Rupees : One Lakh(s) Fifty Eight Thousand Eight Hundred Fourty Eight and Paise Sixty Five Only.

Terms and Conditions :-

Specification / Brand	Brand will be Ispira/Nitco box sft is 15.5, 4 tiles in a box, rate per sft Rs. 45.00 excluding GST
Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	With in a day
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, above order is for A Block corridor, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

APPROVED BY
08 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

Bill no.	Bill Dt.	Amount
22612	14/03/22	32,922/-
23726	21/5/22	32,922/-
~~[illegible]~~	24/5/22	60,082.65
23782	24/5/22	
24081	9/6/22	32,922/-

Bal/- 1,25,927/-

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Requisition Form -Large Tile									
Company		MMR KOWKUR LLP		Site & Phase	GHT				
Req. no.		141245		Req. Date	05 March 2022				
Material required before		08 March 2022		ID no.	74405				
Prepared by:		A Suresh		Approved by (sign):					
Flat / Block no:		A - Block Corridor							
Name of the supplier		SSLLP							
Required for	6182	1	Floor						
S No.	Item Description	Units	Qty required per villa	No of flats	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Marbo Opera Beige Large tile (4' X 2')	Sft	1,800.0	1	1,800.0	-	1,800.0	116	
2	Tigos Gold Virtrified tile (2 ' x 2')	Sft	1,200.0	1	1,200.0		1,200.0	77	
			3,000.0		3,000.0		3,000.0		
							-		
							-		

APPROVED
07 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
08 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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
Kankur C&P

Site:

DC No.	4605
Date	15/03/2022
Vehicle No.	TS 10 UB 3123
P.O. / W.O. No.	86182
P.O. / W.O. Date	7/03/2022

Sl. No.	PARTICULARS	Quantity
1	Tagus Vertified tile 2ft x 2ft	40 Boxes
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
		40 Boxes

INWARD
Inward No: 1224 Dt: 15/03/22
MRN No: 10491 Dt: 16/3/22
Received by: Sign:
MEHTA & MODI REALTY
17/03

GSTIN :

Received the above materials in good condition.

Received by : Madhu

Stamp:

Date : 15/03/2022.

For SUMMIT SALES LLP

15/03/22

Authorised Signatory

SUMMIT SALES LLP
IN WARD
No: 80464
Date: 9/6/22
Sign:
R.R. DIST.