PURCHASE DIVISION
Advice for approval for credit to supplier

P

Date:	17/6/22	Prepared by	Deepa	Serial no.	5210
Supplier name	SCLLP			HO inward no.	
Firm/Company	MMKKLLP	Project	GHT	HO received date	
PO/WO date	12/3/22	PO/WO No.	86320	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24030	7/6/22	38012.52	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38012.52

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:	38,012.52
Amount E – PO / WO value:	38,012.52
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	27/6/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:					
Date	17/6/22	APPROVED 17 JUN 2022 GENERAL MANAGER PURCHASE			
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	Invoice No.	24030
Mehta & Modi Realty Kowkur LLP	Invoice Date.	07-06-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	86320
	PO Date.	12-03-2022
	Req ID	74519
	Req Date	09-03-2022
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Loc Req No	141263

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft		288	84.00	24,192.00	18	4,354.56
	69.75" x 45.75" - 12 nos						
2	8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft		36	84.00	3,024.00	18	544.32
	45.75" x 33.75" - 03 nos						
3	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft		30	84.00	2,520.00	18	453.60
	27.75" x 21.75" - 06 nos						
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft		354	7.00	2,478.00	18	446.04
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IGST	CGST	SGST			
			Total Taxable Amount	32,214.00	5,798.52
	2,899.26	2,899.26	Total Invoice Amount	38,012.52	

Rupees : Thirty Eight Thousand Twelve and Paise Fifty Two Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 95276 Date: 7/6/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86320	PO date:	12/3/22	Req. no.:	141263	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
V. Sneha	Sneha	9/5/22	A. SURESH	[signature]	9/5/22

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: 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. Nepuella	[signature]	11-05-22			

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

Purchase Order

Page(s) 1 Of 1 10-05-2022 13:35:20 Original / Office Copy / Purchase Div.Copy

From Company :	**Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003 G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	86320	141263
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	12-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-12-2020	
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	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft *69.75" x 45.75" - 12 nos*	288.00	84.00	0.00	18.00	28,546.56
2	8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft *45.75" x 33.75" - 03 nos*	36.00	84.00	0.00	18.00	3,568.32
3	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft *27.75" x 21.75" - 06 nos*	30.00	84.00	0.00	18.00	2,973.60
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	354.00	7.00	0.00	18.00	2,924.04
					Total Order Value . . .	**38,012.52**

Rupees : Thirty Eight Thousand Twelve and Paise Fifty Two Only.

Terms and Conditions :-

Specification /	As per given in the quotation.
Payment Terms	After delivery & production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Flat no. B- 411,611 & 310.
Completion Date	Work to be completed in 5days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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.'

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Name : ____________

Name : ____________

Purchase Order

 12-03-2022 11:15:03

86320
28.02.22 2:52:29

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5(
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	86320	141263
	Doc Date	12-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-12-2020	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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3	8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft *27.75" x 21.75" - 06 nos*	30.00	84.00	0.00	18.00	2,973.60
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	354.00	7.00	0.00	18.00	2,924.04
					Total Order Value . . .	**38,012.52**

Rupees : Thirty Eight Thousand Twelve and Paise Fifty Two Only.

Terms and Conditions :-

Specification / Brand	As per given in the quotation.
Payment Terms	After delivery & production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
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Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Flat no. B- 411,611 & 310.
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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.'

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : 12/03/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form - MS Powder coated Grills												
Company		MMR KOWKUR LLP		Site & Phase		GHT						
Req. no.		141263		Req. Date		09 March 2022						
Material required before		20 March 2022		ID no.	74519							
Prepared by:		A Suresh		Approved by (sign):								
Flat / Block no:		B- 411&611 & 310										
Name of the Supplier :		SSLLP										
Type A 1715 Sft 3BHK Order Value:												
Type B 1715Sft 3BHK Order Value:		3										
S No.	Item Description	Units	Qty required for Type B 1010 Sft 2BHK flat	Qty required for Type A 1210 Sft 3BHK flat	Type B 1010 2BHK flats requirement	Type A 1210 Sft3 BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward no	Date
1	Powder Coated Grills 6'x4'	Nos	4		4		3	-	12	288.0		
2	Powder Coated Grills 2'.6"x2'.0"	Nos	2		2		3		6	30.0		
3	Powder coated grills 4'x 3'	Nos	1		1		3		3	36.0		
									-	-		
	Total		7		7		9	-	21	354.0		
	Note : Please issue the work order											

86320

APPROVED

12 MAR 2022

MANISH PARIKH

MANAGER PROCUREMENT

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	DC No.	20512
Mehta & Modi Realty Kowkur LLP	DC Date.	07-06-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	86320
	PO Date.	12-03-2022
	Req ID	74519
	Req Date	09-03-2022
GSTIN : 36ABLFM7631F1Z3	Loc Req No	141263

	Description of Goods	HSN/SAC	Qty
1	8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft		288
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4	6188 - Miscellaneous - Hamali charges - NA - Per Sft		354
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Received By: Sign
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16:54

SUMMIT SALES LLP R.R. DIST.
INWARD No. 80614
Date 17/6/22
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction