PURCHASE DIVISION

Advice for approval for credit to supplier

\Date:	21/6/22	Prepared by	Manu	Serial no.	
Supplier name	SShup			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	29/3/22	PO/WO No.	86858	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22873	30/3/22	39,552/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	39,552/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 105565	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:	39,552/-
Amount E – PO / WO value:	39,552/-
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	21/6/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 21 JUN 2022 ... PARIKH ... PROCUREMENT

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.

ug/02

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86858	PO date:	29/3/22	Req. no.:	141314	Advice Scan ID	
MRN nos. related to PO	105565						

☐	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. Sneha	Sneha	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 Nyarellu	[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

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22873
Mehta & Modi Realty Kowkur LLP	Invoice Date.	30-03-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	86858
	PO Date.	29-03-2022
	Req ID	75098
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	25-03-2022
	Loc Req No	141314

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In	4418	3	2296.00	6,888.00	18	1,239.84
2	2339 - Carpentry - doors - Panel Door 30 mm - 26 In	4418	3	1866.00	5,598.00	18	1,007.64
3	2340 - Carpentry - doors - Panel Door 30 mm - 32 In		1	3359.00	3,359.00	18	604.62
4	2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	4418	1	2660.00	2,660.00	18	478.80
5	2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	4418	1	1820.00	1,820.00	18	327.60
6	2169 - Carpentry - hardware - SS Mortise Lock -	8301	1	2350.00	2,350.00	18	423.00
7	2165 - Carpentry - hardware - SS Cylindrical Lock -	8301	8	541.00	4,328.00	18	779.04
8	2285 - Carpentry - hardware - SS Hinges - Others - 4"	8302	27	218.00	5,886.00	18	1,059.48
9	2092 - Carpentry - hardware - Door Stopper - NA -	8302	6	105.00	630.00	18	113.40
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	33,519.00	6,033.42
	3,016.71	3,016.71	Total Invoice Amount	39,552.42	

Rupees : Thirty Nine Thousand Five Hundred Fifty Two and Paise Fourty Two Only.

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 92798 Date: 30/3 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 21-06-2022 11:27:11

• 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
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	86858	141314
Doc Date	29-03-2022	
Quote No	nil	
Quote Date	29-03-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	3.00	2,296.00	0.00	18.00	8,127.84
2	2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	3.00	1,866.00	0.00	18.00	6,605.64
3	2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	1.00	3,359.00	0.00	18.00	3,963.62
4	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	1.00	2,660.00	0.00	18.00	3,138.80
5	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	1.00	1,820.00	0.00	18.00	2,147.60
6	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	1.00	2,350.00	0.00	18.00	2,773.00
7	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	8.00	541.00	0.00	18.00	5,107.04
8	2285 - Carpentry - hardware - SS Hinges - Others - nos *4"*	27.00	218.00	0.00	18.00	6,945.48
9	2092 - Carpentry - hardware - Door Stopper - NA - nos	6.00	105.00	0.00	18.00	743.40
					Total Order Value . . .	**39,552.42**

Rupees : Thirty Nine Thousand Five Hundred Fifty Two and Paise Fourty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.Rate per sft Rs/- 126 + 18% Gst, Hardware will be Dorset
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in a day
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport by us
Warranty	Nil

D. Laxarge.

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

21/06/2022

Name : ______________

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

 21-06-2022 11:27:11 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for A-102,flat work 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 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 : 21/06/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form - Doors and hardware (Deluxe)

Company	Mehta & Modi realty Kkowkur L	Site & Phase	GHT
Req. no.	141314	Req. Date	25 March 2022
Material required before	27 March 2022	ID no.	
Prepared by:	A Suresh	Approved by (sign):	
Flat / Block no:	A -102	MODEL FLATS	
Type B1 1715 Sft Order Value:	1 Flats		
Type B2 1250 Sft 2BHK Order Value:			

S No.	Item Description	Units	Qty required for type B1 1940 sft 3BHK villa	Qty required for type B21940 sft 3BHK Villa	Qty required for type B1 1940 sft 3BHK villa	Qty required for type B21940 sft 3BHK Villa	Quantity required	Qty Available at site	Balance Qty to be ordered	Qty in sft	Qty in sq mts	Inward No	Date
1	Panel doors-38"x 80"	nos		1	-	1	1		1		-		
2	panel doors-32"x82"	nos		3	-	3	1		3	54.7	5.1		
3	Panel door - 26 " x 82 "	nos		3	-	3	1		3	44.4	4.1		
4	Panel door - 26 " x 80 "	nos		1	-	1	1		1	14.4	1.3		
5	panel doors-32"x80"	nos		1		1	1		1	17.8			
6	Mortise Lock	nos		1	-	1	1		1	-	-		
7	Cylindrical Locks	nos		8	-	8	1		8	-	-		
8	SS Hinges-4" with screws	nos		27	-	27	1		27	-	-		
9	Magnetic Door Stopper	nos		6	-	6	1		6	-	-		
	Total						9		51	131.3	10.6		

APPROVED
21 JUN 2022
MINISH 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

Mehta & Modi Realty Kowkur LLP
Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3

DC No.	19552
DC Date	30-03-2022
PO No.	86858
PO Date	29-03-2022
Req ID	75098
Req Date	25-03-2022
Loc Req No	141314

	Description of Goods	HSN/SAC	Qty
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	4418	3
2	2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	4418	3
3	2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos		1
4	2360 - Carpentry - doors - Panel Doors - Others - Nos	4418	1
5	2360 - Carpentry - doors - Panel Doors - Others - Nos	4418	1
6	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	8301	1
7	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	8301	8
8	2285 - Carpentry - hardware - SS Hinges - Others - nos	8302	27
9	2092 - Carpentry - hardware - Door Stopper - NA - nos	8302	6
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 12320 Dt: 30/03/22
MRN No: 05565 Dt: 31/3/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

14:39

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 80683
Date: 21/6/22
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory