

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/6/22		Prepared by: [Signature]		Serial no.	
Supplier name: SSKHP		Project: MMRKLP		HO inward no.	
Firm/Company: MMRKLP		PO/WO No.: 86858		HO received date	
PO/WO date: 29/3/22		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
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Amount B - Other Credits : Transportation charges: -

Amount C - Other Debits : -

Amount D (D=A+B-C) - Amount to be credited to the supplier: -

Amount E - PO / WO value: 39,552/-

Amount F - Difference (A - E): 39,552/-

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:	[Signature]	[Signature]			
Sign:	[Signature]	[Signature]			
Date:	21/6/22				
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

09/01

Data required from site/engineers:					
PO no.:	86858	PO date:	29/3/22	Req. no.:	141314
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 DC's 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. Sneh	Sneh	9/5/22	A. SURESH	JS	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. Nigam	S	10-05-22			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SSLP 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

#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

1 of 1

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

Invoice No.	22873
Invoice Date	30-03-2022
PO No	86858
PO Date	29-03-2022
Req ID	75098
Req Date	25-03-2022
Loc Req No	141314

GSTIN: 36ABLFM7631F1Z3

PAN: ABLFM7631F

	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.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

Purchase Order

Page(s) 1 Of 2

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

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

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
Penalty For Delay Nil
Transportation Transport by us
Warranty Nil

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name

21/06/2022

Name

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : / /

Purchase Order

Page(s) 2 Of 2

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

Measurement 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**

Authorized 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	1	1	1	54.7	5.1	-	-
2	panel doors-32" x 82"	nos	3	3	3	3	3	3	3	44.4	4.1	-	-
3	Panel door - 26 " x 82 "	nos	3	3	3	3	3	3	3	14.4	1.3	-	-
4	Panel door - 26 " x 80 "	nos	1	1	1	1	1	1	1	17.8	-	-	-
5	panel doors-32" x 80"	nos	1	1	1	1	1	1	1	-	-	-	-
6	Mortise Lock	nos	1	1	1	1	1	1	1	-	-	-	-
7	Cylindrical Locks	nos	8	8	8	8	8	8	8	-	-	-	-
8	SS Hinges-4" with screws	nos	27	27	27	27	27	27	27	-	-	-	-
9	Magnetic Door Stopper	nos	6	6	6	6	6	6	6	-	-	-	-
Total			6	6	6	6	9	51	131.3	10.6			

APPROVED
21 JUN 2022
MANISH P. P. P.
MANAGER PROJECTS

DELIVERY CHALLAN

Summit Sales LLP

MS-4-187-3 & 4, 11 Floor, Sathya Mansion, M.G. Road, Secunderabad - 500003

Supplier - Customer - Transporter - Copy

Final purchase or multiple purchase

GSTIN/UNE: 36ACQF82044C1Z7

Date: 30.03.2022

Customer Details

Mehra & Modi Realty Kowkur LLP

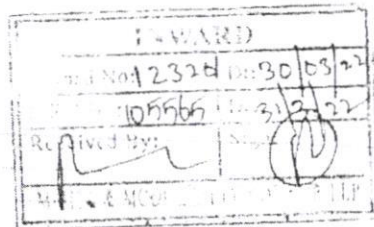
Sy No. 196, Kowkur, Hyderabad - 500010

DC No: 19552
DC Date: 30.03.2022
PI No: 86858
PO Date: 29.03.2022
Req ID: 75098
Req Date: 25.03.2022
Loc. Req No: 141314

GSTIN: 36ABLFM7631E1Z3

Description of Goods

		HSN/SAC	Qty
1	2341 - Carpentry - doors - Panel Door 30 mm - 42 in x 82 in - Nos	4418	4
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	4418	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	77
9	2092 - Carpentry - hardware - Door Stopper - NA - nos	8302	6
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for Summit Sales LLP

Authorized Signatory

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