PURCHASE DIVISION
Advice for approval for credit to supplier E

Date:	18/7/22	Prepared by	prabhakar	Serial no.	6046
Supplier name	Sri Sai Lakshmi Marketing Company			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	14/1/22	PO/WO No.	84551	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	076	4/7	2,42,136-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,42,136-00

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:	2,42,136-00.
Amount E – PO / WO value:	5,38,080-00
Amount F – Difference (A – E):	2,95,944-00
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	11/7
Remarks:	Part delivery

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		08 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

GST NO. : 36AMHPC9678H1ZM

TAX INVOICE

Original for Recipient
Duplicate for Supplest / Transport
Triplicate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All kinds of Aluminium Section Sheets, Glass, Plawood & Hardware Etc.,
Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula-Ali, Hyderabad-500040. (T.S) Mob. : 9866512288

INV. NO. 076 INVOICE DATE : 04/07/22

TRANSPORTATION NAME :
VEHICLE NO. : L/R No.
DATE & TIME OF SUPPLY
PLACE OF SUPPLY

DETAILS OF RECEIVER (BILLED TO)

M/s Modi Properties Pvt. LTD.
5-4-187/3E4 IInd Floor,
M.G. Road, Sec-bad.

STATE CODE : GSTIN NO. 36AABCM4761E1ZM

DETAILS OF CONSIGNEE (SHIPPED TO)

Site At:- May Flower Platinum.
P.O no. 84551 Mallapur.

STATE CODE : GSTIN NO.

S.No.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
1	7610	8mm Bathroom Partition Toughened Glass Fixing →	54 Nos	3800/-	205200=00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 96197 Date: 4/7/22 Sign:

TOTAL BEFORE TAX	205200=00
ADD : CGST 9%	18468=00
ADD : SGST 9%	18468=00
ADD : IGST	
TAX AMOUNT GST	
GRAND TOTAL	242136=00

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHITH MARKETING CO
A/C. No. 50200007478658 IFSC CODE : HDFC0000368

Rupees in words :

Once goods will not be taken back
Interest @24% p.a. will be charged if payment not made within 15 days from the date of the Bill.
Subject to Secunderabad Jurisdiction only.
We are not Responsibility Cases sooner the goods leave our premises
E.O.F.,

For SRI SAI ROHITH MARKETING CO

Receiver Stamp & Signature

Authorised Signature

Purchase Order

14-01-2022 14:14:46

84551

08.01.22 11:50:02

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AABCM4761E1ZM

Supplier Details			
Sri Sai Rohith Marketing Company New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076. **GSTIN** 36AMHPC9678H1ZM 9866512288	**Doc No**	84551	178191
	Doc Date	14-01-2022	
	Quote No	Nil	
	Quote Date	25-11-2021	
	SupplyType	Supply And Installation	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2291 - Carpentry -glass - Glass Shower Partition - Other - Nos *Toughen Glass - 7'0 x 2'0 x 8 mm thick*	120.00	3,800.00	0.00	18.00	538,080.00
			Total Order Value . . .			**538,080.00**

Rupees : Five Lakh(s) Thirty Eight Thousand Eighty Only.

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per approved Internal memo no. 912/74, rates approved dtd. 13/01/2022.
Payment Terms	10% advance, balance on delivery of material and receipt of Invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 7days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Included in above prices
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded as mentioned in Internal Memo no. 912/74.
Advance Paid	Rs. 53,808/- advance to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for Glass partition in luxury flats of Part 1 - 50 flats bathrooms purpose. Fttg charges included.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
Security	Supplier shall be responsible for security and storage of material at site at its rick 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.

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	076	4/A	2,42,186.
2.			
3.			
4.			
5.			

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Sai Rohith Marketing Company*

Name : ____________

Date : __/__/____

(MD)

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	23-11-2021
Site & Phase :	May Flower Platinum	Time:	14.45
Supplier	Mahaveer Glass / ARN UPVC	Req.No.	178191
Material required before date:	05-12-2021	ID No.	71439

No	Description	Size	Quantity	Units	Inward No	Date
1	Glass Partition - toughened glass - 8 mm	24" x 84"	120	no		
2	(Each Glass having 4 Patch fittings)					
3						
4		APPROVED BY 12 JAN 2022 SOHAM MODI MANAGING DIRECTOR			APPROVED BY 07 JAN 2022 SOHAM MODI MANAGING DIRECTOR	
5	82987					
6						
7	84551					

Remarks : Towards Glass partition in Luxury flats of part-1 -50 flats Bathroom use purpose (Same design as BNC)

Prepared By	K. Narender Reddy	Approved by	SV.subbareddy
Sign.& Date	23-11-2021	Sign. & Date	

APPROVED BY 17 JAN 2022 SOHAM MODI MANAGING DIRECTOR

APPROVED BY 26 NOV 2021 SOHAM MODI MANAGING DIRECTOR

For MDs APPROVAL

- ☑ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84551	PO date:	14/1/22.	Req. no.:	178191	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: Don't close PO. Work under progress.							

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
A. Sravani	S	5/4/22.	K. Narender Reddy	K	

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

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.		
☐ X	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
		k

Advance paid

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

DELIVERY CHALLAN / INVOICE

Phone : 040-65556190

SRI SAI ROHITH MARKETING CO.,

New Narsimha Nagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad -76

DEALERS IN : All Kinds of Aluminium Section Sheets & Allied Products

To,
M/s. Modi Properties Pvt. LTD
5-4-187/3&4, IInd Floor.
M.G. Road Sec-bad.
Phones : May Flower platinum

Your Order No. May Flower Platinum Mallapur
Date : 04/07/22
Customer TIN No. :

Invoice No. 113 Mallapur Our D.C. No. 84551 Date: 04/07/22

S.No.	Description	Quantity
	8mm Bathroom Toughened Glass Fixing	
1	A507-3, A906-3, B305-3, C805-3	12 nos
2	B105-3, C305-3, C705-3, B903-3	12 nos
3	A501-2, A503-2, A403-2, A603-2.	8 nos
4	A804-2, A504-2, A805-2, A904-2	8 nos
5	A1002-2, A1004-2, C702-2, C304-2	8 nos
6	B501-2, C502-2, B605-2,	6 nos
	Total Quantity	54 nos

INWARD
Inward No: 15908 Dt: 08/7/22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

TIN : 36211139541

• Goods once sold will not be taken back.

SUMMIT SALES LLP
IN WARD
No: 86931
Date: 4/7/22
Sign:
R.R. DIST.

Receiver's Signature with Stamp

Authorised Signature

DELIVERY CHALLAN / INVOICE

Phone : 040-65556190

SRI SAI ROHITH MARKETING CO.,

New Narsimha Nagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad -76

DEALERS IN : All Kinds of Aluminium Section Sheets & Allied Products

To,

M/s. Modi Properties Pvt. LTD
5-4-187/3&4, IInd Floor,
M.G. Road Secbad.

Phones : May Flower Platinum

Invoice No. 113 Mallapur

May Flower Platinum.
Your Order No. Mallapur
Date : 04/07/22
Customer TIN No. :

Our P.O. No. 84551 Date: 04/07/22

S.No.	Description	Quantity
	8mm Bathroom Toughened Glass Fixing.	
1	A507-3, A906-3, B305-3, C805-3	12nos
2	B105-3, C305-3, C705-3, B903-3	12nos
3	A501-2, A503-2, A403-2, A603-2.	8nos
4	A804-2, A504-2, A805-2, A904-2	8nos
5	A1002-2, A1004-2, C702-2, C304-2	8nos
6	B501-2, C502-2, B605-2,	6nos
	Total Quantity	54 nos

INWARD
Inward No: 19908 Dt: 04/7/22
MRN No: 109153 Dt: 4/7/22
Received By: Sign:

TIN : 36211139541

• Goods once sold will not be taken back.

Receiver's Signature with Stamp

Authorised Signature

DC
Pwo
RMK - Pwv
Steel - Rwo
Mshey - Installer
Blocks - Blocks

DC

Pwo

100 5(=)

100
600

1000

(20,000)