⑥

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/07/22	Prepared by	Vanajakshi	Serial no.	6392
Supplier name	SSUP			HO inward no.	
Firm/Company	SCUP	Project	SOV-III	HO received date	
PO/WO date	22/2/22	PO/WO No.	85787	Scan ID.	99384, 103213

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22896	31/03/22	13,377/-	☑ Yes ☐ No
2.	22609	12/3/22	14,748/-	☑ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	28,125/-

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	105488, 104743	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:	28,125/-
Amount E – PO / WO value:	45,121.45
Amount F – Difference (A – E):	16,996.45
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	01/08/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Prabhakar			
Sign:					
Date	22/07/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
24 JUN 2022
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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85787	PO date:	22/2/22	Req. no.:	183949	Advice Scan ID	
MRN nos. related to PO	104747, 105488						

☑	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

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
K.Tulasi Rani		5/4/22			

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 APR 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

1 of 1

Customer Details	Invoice No.	22896
Serene Consructions LLP	Invoice Date.	31-03-2022
SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad,	PO No.	85787
	PO Date.	22-02-2022
	Req ID	74037
GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P	Req Date	19-02-2022
	Loc Req No	183949

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in		10	386.75	3,867.50	18	696.16
2	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT -		17	211.83	3,601.11	18	648.20
3	9092 - Tiles - Bathroom floor - Maharaja Off white -		10	386.75	3,867.50	18	696.16
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	11,336.11		2,040.52
	1,020.26	1,020.26	Total Invoice Amount	13,376.61		

Rupees : Thirteen Thousand Three Hundred Seventy Six and Paise Sixty One Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93384
Date: 15/4
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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

1 of 1 :

Customer Details	Invoice No.	22609
Serene Consructions LLP	Invoice Date.	12-03-2022
SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad,	PO No.	85787
	PO Date.	22-02-2022
	Req ID	74037
GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P	Req Date	19-02-2022
	Loc Req No	183949

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9076 - Tiles - Bathroon wall tiles Luna LT - 10 IN X		32	211.83	6,778.56	18	1,220.14
2	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X		12	211.83	2,541.96	18	457.56
3	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT -		15	211.83	3,177.45	18	571.94
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	12,497.97		2,249.64
	1,124.82	1,124.82	Total Invoice Amount	14,747.60		

Rupees : Fourteen Thousand Seven Hundred Fourty Seven and Paise Sixty Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93385
Date: 13/4
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

Page(s) 1 Of 2 23-02-2022 12:28:08

85787
14.02.22 2:32:35

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

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	85787	183949
Doc Date	22-02-2022	
Quote No	Nil	
Quote Date	22-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes	28.00	211.83	0.00	18.00	6,998.86
2	9076 - Tiles - Bathroon wall tiles Luna LT - 10 IN X 15 IN X 8 Pieces - Boxes	32.00	211.83	0.00	18.00	7,998.70
3	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	12.00	211.83	0.00	18.00	2,999.51
4	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes	10.00	386.75	0.00	18.00	4,563.65
5	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	28.00	211.83	0.00	18.00	6,998.86
6	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	32.00	211.83	0.00	18.00	7,998.70
7	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	12.00	211.83	0.00	18.00	2,999.51
8	9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes	10.00	386.75	0.00	18.00	4,563.65
					Total Order Value . . .	**45,121.45**

Rupees : Fourty Five Thousand One Hundred Twenty One and Paise Fourty Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"x12"-11.62 Sft
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	22609	12/3/22	14,748-00
2.	22896	31/3/22	13,377/-
3.			
4.			
5.			

For ***Serene Constructions LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for villa no 118, purpose.
Compietion 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 ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form - Bathroom Tiles - Deluxe													
Company		SCLLP		Site & Phase		SOV-III							
Req. no.		183949		Req. Date		19-02-2021							
Material required before		25-02-2022		ID no.		74037							
Prepared by:		G.chandra kanth		Approved by (sign):									
Flat / Block no:		V.no .118											
Tiles required for:		2	Bath Rooms		A	B	C=A/B	D	E=CxD	F	G=E-F		
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco Luna DK	Nitco	15" X 10"	sft	140.0	10.0	14.0	2.0	28.0	-	28.0		
2	Nitco Luna LT	Nitco	15" X 10"	sft	180.0	10.0	16.0	2.0	32.0	-	32.0		
3	Nitco Luna HL	Nitco	15" X 10"	sft	60.0	10.0	6.0	2.0	12.0	-	12.0		
4	Maharaje Beige	Johnson	12" x 12"	sft	50.0	15.0	5.0	2.0	10.0	-	10.0		
	Total								82.0	-	82.0		
Tiles required for:		2	Bath Rooms										
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco ultra sprinkle Dk	Nitco	15" X 10"	sft	140.0	10.0	14.0	2.0	28.0	-	28.0		
2	Nitco ultra sprinkle LT	Nitco	15" X 10"	sft	180.0	10.0	16.0	2.0	32.0	-	32.0		
3	Nitco ultra sprinkle HL	Nitco	15" X 10"	sft	60.0	10.0	6.0	2.0	12.0	-	12.0		
3	Maharaja OFF White	Johnson	12" x 12"	sft	50.0	15.0	5.0	2.0	10.0	-	10.0		
	Total								82.0	-	82.0		
Tiles required for:		1	Bath Rooms										
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco Malayasian Brown DK	Nitco	15" X 10"	sft	120.0	10.0	14.0	-	-	-	-		
2	Nitco Malayasian Brown LT	Nitco	15" X 10"	sft	140.0	10.0	16.0	-	-	-	-		
3	Nitco Malayasian Brown HL	Nitco	15" X 10"	sft	50.0	10.0	6.0	-	-	-	-		
3	Jaipur Panamma	Johnson	12" x 12"	sft	45.0	15.0	5.0	-	-	-	-		
	Total								-	-	-		

APPROVED
21 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Trans
r Details
O k Villas
O k Vill

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Construction LLP

Site: Sov part III

DC No. : 4387
Date : 29/03/2022
Vehicle No. : TS 30 0780
P.O. / W.O. No. : 85787
P.O. / W.O. Date : 22/02/2022

Sl. No.	PARTICULARS	Quantity
1	Maharaja Beige 12" × 12"	10 Box's
2	Ultra Sprinkle LT	17 Box's
3	Maharaja off white	10 Box's
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		37 Box's

INWARD WITH TIME:
Inward No: 1917 Dt: 29/3/22
MRN No: 105488 Dt: 29/3/22
Received By:
Sign:
SILVER OAK VILLAS PART-III

IN WARD
No: 5/427
Date: 22/7

GSTIN :

Received the above materials in good condition.

Received by :
Date : 29/03/22

Stamp:

For SUMMIT SALES LLP

29/03/22
Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Construction LLP

Site: Sa v part III

DC No. : 4379
Date : 10/03/2022
Vehicle No. : AP29 X 4931
P.O. / W.O. No. : 85787
P.O. / W.O. Date : 22/02/2022

Sl. No.	PARTICULARS	Quantity
1	LUNA LT	32 Boxes
2	LUNA HL	12 "
3	Ultra Sparkle LT	15 "
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		59 Boxes

SUMMIT SALES LLP
IN WARD
No: 81423
Date: 22/7
Sign:
R.R. DIST.

1320
Inward No: 1824 10/3/22
04743 10/3/22
Received By:

GSTIN :

Received the above materials in good condition.

Received by : Bikshapathi

Stamp: M-Bikshapathi

Date : 10/03/2022

For SUMMIT SALES LLP

10/3/2022

Authorised Signatory