PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 4/8/22 | Prepared by | Bassprar | Serial no. | 6916 |
| Supplier name | Modi Properties Pvt. Ltd. | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP. | HO received date | |
| PO/WO date | 23/7/22 | PO/WO No. | 90303 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1005 | 27/7/22 | 353/-00 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 353/-00 |
| Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 11089 | 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: | 353/-00 |
| Amount E – PO / WO value: | 353.74 |
| 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 | 11/8 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | Bassprar | | | |
| Sign: | | APPROVED | | | |
| Date | | 04 AUG 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

P. PRABHAKAR
GM 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.

# TRANSIT INVOICE

| | | |
|---|---|---|
| **M/s. MODI PROPERTIES PVT. LTD.**<br># 5-4-187/3 & 4, II Floor,<br>Soham Mansion, M.G. Road,<br>Secunderabad - 500 003.<br>**GSTIN/UIN: 36AABCM4761E1ZM** | Invoice No. 1005<br>DC No. 1003<br>Purchase Order No. 90303/170025 | Date: 27/07/2022<br>DC Date: 27/07/2022<br>P.O. Date: 23/07/2022 |

Recipient Name: Summit Sales LLP — Mobile No: 1005

Recipient Address: Cherlapally, Behind Kingston PG College, Hyderabad.

GST: 36AABCM4761EZM — PAN: — Email:

| Sl. No. | Description of Goods & Services | HSN Code | GST Rate | Quantity | Rate | Amount |
|---|---|---|---|---|---|---|
| 1 | Frame with mirror - 3'x5' | No's | | 1.00 | 2,993.00 | 2,993.00 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| | | | | Transportation Charges | | — |
| | | | | Hamali charges | | — |
| | | | | CGST 9% | | 269.00 |
| | | | | SGST 9% | | 269.00 |
| | | | | Total | | 3,531.00/- |

INWARD
Inward No: 18479 Dt: 27/7/22
MRN No: 110089 Dt: 29/7/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 97397
Date: 3/8/22
Sign:

Amount (in words): Three thousand five hundred and Thirty one Rupees only/-

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

E. & O.E

Subject to Hyderabad Jurisdiction.

DELIVERY CHALLAN

# M/s. MODI PROPERTIES PVT. LTD.

H.O. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003.
Tel : 040 - 6633 5551
Site Office: Sy. No.82/1, Mallapur, Main Road, Hyderabad - 500 076.

**GST : 36AABCM4761E1ZM**

M/s Summit Sale llp

Site: Summit Housing llp

| | |
|---|---|
| DC No. | : 1003 |
| Date | : 27-7-2022 |
| Vehicle No. | : TS10UB3122 |
| P.O. / W.O. No. | : 90303/170025 |
| P.O. / W.O. Date | : 23-7-2022 |

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Frame with Mirror | 01 Nos |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | INWARD<br>Inward No: 18479 Dt: 27/7/22 | |
| 13 | MRN No: 10089 Dt: 29/7/22 | |
| 14 | Received By: Sign: | |
| 15 | SUMMIT SALES LL | |
| 16 | | 01 No's. |

Received the above materials in good condition.

| | |
|---|---|
| Received by : | M. Sheka. |
| Date : | 27/7/22 |

Stamp: SUMMIT SALES LLP R.R. DIST. IN WARD No: 8167 Date: 3/7/24 Sign:

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

OUTWARD - GATE PASS No. 4053

| Date: | 27/7/22 | Time: | 10:03. | | |
|---|---|---|---|---|---|
| Company: | Modi properties. Pvt Ltd. | | | | |
| Project/site: | May flower platinum. | | | | |
| Destination: | Summit Sale LLP | | | | |
| Outward No. 1607. | Vehicle type | Vehicle No | Vehicle driver | | |
| | Tempo | TS10UB3122 | M. Shakir. | | |

| | Material Description | Quantity | Units | Approx. rate | Amount |
|---|---|---|---|---|---|
| 1 | Frame with mirror. | 01 | No's | | 2,993.00. |
| 2. | ~~Photo Frame~~ | ~~05~~ | ~~Sheet~~ | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6. | | | | | |
| 7 | | | | | |
| 8. | | | | | |
| 9 | | | | | |
| 10. | | | | | |
| | Total | | | | 2,993.00 |

| Charges/refund | Purpose for transfer | Other details (to be filled by Admin audit) |
|---|---|---|
| ☐No charge | ☐Return to supplier for exchange | ☐Material received by inward no.________ & date ________ |
| ☐For refund from supplier | ☐Return to supplier for refund | Details of credit note from supplier date _____ & Amount Rs. ______________/- |
| ☐Transfer to other site/project | ☐On loan to be returned | Return of material - inward no. __________ & date _______ |
| ☐Transfer to other site/ project | Cost of material to be collected: ☑Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil. | GST bills to be raised ☐ Yes ☐ No GST bill no. ______________, Amount ______________ date ___________ |
| ☑Transfer to another phase of firm/company/project | ☐No charges to be collected | NA |
| ☐ No charge | ☐for repairs & service | ☐Material received by inward no. _________ & date_______ ___________ |
| ☐ Other: | Details: | Details: |

Remarks.

| Gate pass approved by: | Project manager | Admin in-charge | Security | |
|---|---|---|---|---|
| Sign: | [signature] | | | |
| Received by other site on: | Inward No. | Admin sign: | Security sign. | |
| DF 27/7/22 | 18479 | [signature] | | |
| Approved by | Project accountant | Accounts manager | Admin - Audit | M D |
| Sign: | | | | |

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7 Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

9/7/92 10:03.

Modi Propurtis Pvt Ltd.

May Flower Platinum.

1607

Tacho TS10UB3129 M Shaik

Frame with mirror. 01 Nos

Yes

# Purchase Order

 23-07-2022 15:12:57

Copy

90303
14.07.22 12:47:28

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Modi Properties Pvt Ltd<br>5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003 | **Doc No** | 90303 | 170025 |
| | **Doc Date** | 23-07-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AABCM4761EZM | **Quote Date** | 09-02-2022 | |
| 040-66335551 | **SupplyType** | Supply | |

**Kind Attn : Narendar Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2279 - Carpentry -glass - Frame with mirror - Other - Nos<br>*3' Wide X 5' Height* | 1.00 | 2,993.00 | 0.00 | 18.00 | 3,531.74 |
| | | | | | **Total Order Value . . .** | **3,531.74** |

Rupees : Three Thousand Five Hundred Thirty One and Paise Seventy Four Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Above item shalll be of of branded |
| **Payment Terms** | After delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose. |
| **Completion Date** | NA |
| **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 ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Modi Properties Pvt Ltd***

Name : ____________

Date : __/__/____

Requisition Form

| | | | | | | |
|---|---|---|---|---|---|---|
| Company Name | | Summit Sales LLP | Date: | | 21-07-22 | |
| Site & Phase | | SHLLP | Time: | | 13: 44 PM | |
| Supplier | | MPL | Req. No. | | 170025 | |
| Material required before date: | | | ID No. | | 78273 | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Mirror | 3'x5' | 1 | No | | |
| Remarks: - For Stock, purpose | | | | | | |

| | | | |
|---|---|---|---|
| Prepared By | Prabhakar | Approved by | |
| Sign. & Date | 21-07-2022 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 columns.

90303

88332

APPROVED
04 AUG 2022
SR. MANAGER PURCHASE

2229
2241