PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/08/22	Prepared by	prabhakar	Serial no.	6859
Supplier name	MRMLLP			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	18/7/22	PO/WO No.	90160	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1019	9/8/22	31,151-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	31,151-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	110603	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:	31,151.00
Amount E – PO / WO value:	31,151.37
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	15/8
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		prabhakar			
Sign:		APPROVED			
Date		13 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
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.

OUTWARD - GATE PASS No. 9715

Date:	01/06/2.	Time:	14:30
Company:	Modi Reality mallapur llp		
Project/site:	Gulmohar Residency mallapur llp		
Destination:	SSLLP (Cherlapally)		
Outward No.	Vehicle type	Vehicle No	Vehicle driver
193	Tractor	TS-08 UH 2936	venkat

	Material Description	Quantity	Units	Approx. rate	Amount
1	Earthing pipe	10	no's		
2.	Earthing powder	25 ~~28~~	Bag's		
3	~~UPVC Door frame old~~	~~03~~	no's		
4	GP 2' Chimney	02 ~~03~~	Bag's	OK	
5	metal Box's 2 modal	80	no's		
6.	fan Box's	20	"		
7	pan Door 26X80 New	1	Nos.		
8.	pan Door 38X72 New.	4	Nos		
9					
10.					
	Total				

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 ok	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. This material send to SSLLP Store.

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:			[signature]	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
01/6/22	18244	[signature]		
Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				[signature]

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.

Purchase Order

 09-08-2022 2:48:39 PM

90160
14.07.22 12:47:27

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 Realty Mallapur LLP	**Doc No**	90160	169865
5-4-187/3&4, II nd floor, Soham Mansion, M.G.Road, Secunderabad-03	**Doc Date**	18-07-2022	
	Quote No	nil	
GSTIN 36AAEFM1459R1ZP	**Quote Date**	03-06-2022	
040-66335551	**SupplyType**	Supply	

Kind Attn : Ram Prasad

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4613 - Electrical - other - Metal box - 2way - nos	80.00	24.00	0.00	18.00	2,265.60
2	4555 - Electrical - other - Earth pipe - 2 In - nos	10.00	630.00	0.00	18.00	7,434.00
3	4804 - Electrical - other - Earth Powder - NA - bags	25.00	185.00	0.00	5.00	4,856.25
4	3101 - Chemicals - Adhesive set - NA - kgs	2.00	325.00	0.00	18.00	767.00
5	4564 - Electrical - other - Fan Box - 1 In - nos	20.00	28.00	0.00	18.00	660.80
6	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	1.00	1,878.00	0.00	18.00	2,216.04
7	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x72"*	4.00	2,744.00	0.00	18.00	12,951.68
					Total Order Value . . .	**31,151.37**

Rupees : Thirty One Thousand One Hundred Fifty One and Paise Thirty Seven Only.

Terms and Conditions :-

Specification /	As per given quotation.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for stock replenishing purpose.
Completion Date	Nil
Measurment	nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : 10/08/22

Accepted the above Terms And Conditions

For ***Modi Realty Mallapur LLP***

Name : ____________

Date : __/__/____

Purchase Order

09-08-2022 2:48:39 PM

Original / Office Copy / Purchase Div.Copy

Remarks

Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice 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 : 10/08/22

Accepted the above Terms And Conditions

For ***Modi Realty Mallapur LLP***

Name : ________________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		
Site & Phase :	SHLLP	Date:	03.06.2022
Supplier	GMR(Gate pass number:9715)	Time:	10:57
		Req.No.	169865
Material required before date:		ID No.	77075

No	Description	Size	Quantity	Units	Inward No	Dat
1.	GI Earthing pipe	2'X5'	10	Nos		
2.	Earthing Powder		25	Nos		
3.	GP2 chemicals		3 2	Nos		
4.	Metal Box 90160	2	80	Nos		
5.	Fan Box		20	Nos		
6.	Panel door(new)	26"x80"	1	Nos		
7.	Panel door(new)	38"x72"	4	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED 10 JUL 2022 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	03.06.2022	Sign. & Date	

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

2360

90160