PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 20/10/22 | Prepared by | Prabhakar | Serial no. | **9744** |
| Supplier name | Modi Properties Pvt. Ltd | | | HO inward no. | |
| Firm/Company | SHLLP | Project | SHLLP. | HO received date | |
| PO/WO date | 9/10/22 | PO/WO No. | 92700 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1014 | 13/10 | 18,984-00 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 18,984-00. |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 112874 | 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: | 18,984-00 |
| Amount E – PO / WO value: | 69,898.19 |
| Amount F – Difference (A – E): | 50,914.19 |
| 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 | 24/10 |
| Remarks: | Part Delivery |

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

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.

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. 1014<br>DC No. 1012<br>Purchase Order No. 92700 | Date: 13/10/22<br>DC Date: 18/10/22<br>P.O. Date: 9/10/22 |

Recipient Name: SSLLP Mobile No: 1014

Recipient Address: Chenkpally Behind Kingstone PU Clg. Hyd

GST: 36AABCM4761E74 PAN: Email:

| Sl. No. | Description of Goods & Services | HSN Code | GST Rate | Quantity | Rate | Amount |
|---|---|---|---|---|---|---|
| 1 | PVC SWR Solvent | | | 70 | 70 | 4900 |
| 2 | " " Solvent Solution | | | 15 | 175 | 2625 |
| 3 | Tools Spade with handle | | | 5 | 126 | 630 |
| 4 | PVC SWR Door 75mm | | | 18 | 198 | 3564 |
| 5 | CPVC union - 65mm | | | 4 | 1.092 | 4368 |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| | | | | Transportation Charges | | |
| | | | | Hamali charges | | |
| | | | | CGST 9% | | 1447 |
| | | | | SGST 9% | | 1447 |
| | | | | Total | | 18984 |

INWARD
Inward No: 1885 Dt: 13/10/22
MRN No: 112874 Dt: 18/10/22
Received By: Sign:
SUMMIT SALES LLP

Amount (in words) Eighteen thousand and Nine Hundred and Eighty Four Rupees only

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 100467
Date: 18/10/22
Sign:

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 Sumit Sales llp

Site: Sumit housing llp

| | |
|---|---|
| DC No. : | 1012 |
| Date : | 13-10-22 |
| Vehicle No. : | TS02UD3949 |
| P.O. / W.O. No. : | 92700 |
| P.O. / W.O. Date : | 9-10-22 |

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | PVC SWR solvent - 250 ml | 70 |
| 2 | " " solvent - 500 ml | 15 |
| 3 | Tools spade | 5 |
| 4 | PVC SWR door-Y 75mm | 18 |
| 5 | CPVC union 65 mm | 4 |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |

INWARD
Inward No: 1885 Dt: 13/10/22
MRN No: 112874 Dt: 18/10/2
Received By: Sign:
SUMMIT SALES LLP

Received the above materials in good condition.

| | |
|---|---|
| Received by : | Ramy |
| Date : | 13-10-22 |

Stamp:

SUMMIT SALES LLP
INWARD
No: 83585
Date: 18/10/22
Sign:
R.R. DIST.

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

92700

# OUTWARD - GATE PASS

No. 4070

| | | | |
|---|---|---|---|
| Date: | 13/10/22 | Time: | 02:25 |
| Company: | Modi properties PVT LTD. | | |
| Project/site: | MPP (Mallpur) (As per PO No: 92700) | | |
| Destination: | SSCP | | |
| Outward No. 1620 | Vehicle type | Vehicle No | Vehicle driver |
| | Tractor | TS02UD3949 | Ramu. |

| | Material Description | Quantity | Units | Approx. rate | Amount |
|---|---|---|---|---|---|
| 1. | PVC SWR Solvent | 70 | Nos | 70. | 5782.00 |
| 2. | " " Solvent Solution | 15 | Nos | 175. | 3.097 |
| 3 | Tools Spade with handle | 5 | " | 126 | 1.156 |
| 4 | PVC SWR Door 4 75mm | 18 | " | 198. | 4205.22 |
| 5 | CPVC union 65mm | 4 | " | 1,092 | 5154. |
| 6. | | | | | |
| 7 | | | | | |
| 8. | | | | | |
| 9 | | | | | |
| 10. | | | | | |
| | Total | | | | 18984. |

| 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 MRR 112874 | ☐for repairs & service | ☐Material received by inward no. ________ & date________ ________ |
| ☐ Other: | Details: | Details: |

Remarks.

| Gate pass approved by: | Project manager | Admin in-charge | Security | |
|---|---|---|---|---|
| Sign: | | | Ming | |
| Received by other site on: | Inward No. | Admin sign: | Security sign. | |
| 13/10/22 | 18851 | | | |
| Approved by | Project accountant | Accounts manager | Admin - Audit | MD |
| 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.

# Purchase Order



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

92700
03.10.22 5:38:38

**Supplier Details**

Modi Properties Pvt Ltd
5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003

**GSTIN** 36AABCM4761EZM
040-66335551

| | | |
|---|---|---|
| **Doc No** | 92700 | 170270 |
| **Doc Date** | 09-10-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 09-10-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Narendar Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 102100 - SACP-Sanitary-CP - Flush Plates--Geberit - - - Nos | 10.00 | 3,540.00 | 0.00 | 18.00 | 41,772.00 |
| 2 | 935700 - GENE-General Items - Helmets Labour Male-- - - - Nos | 20.00 | 58.00 | 0.00 | 18.00 | 1,368.80 |
| 3 | 255400 - MISC-Miscellaneous - Fire Extinguished-DCP ABC- - 6Kgs - Nos | 10.00 | 10.00 | 0.00 | 18.00 | 118.00 |
| 4 | 166000 - PLUM-Plumbing - PVC-SWR-Solvent- - 250ml - Nos | 70.00 | 70.00 | 0.00 | 18.00 | 5,782.00 |
| 5 | 698700 - PLUM-Plumbing - PVC-SWR-Solvent Solution- - 500ml - Nos | 15.00 | 175.00 | 0.00 | 18.00 | 3,097.50 |
| 6 | 308900 - DOOR-Doors - Main door beading-Salwood- - 2250Lx75Wx25Hmm - Nos | 28.00 | 35.00 | 0.00 | 18.00 | 1,156.40 |
| 7 | 214600 - TOOL-Tools - Spade with handle-- - - - Nos | 5.00 | 126.00 | 0.00 | 18.00 | 743.40 |
| 8 | 594600 - PLUM-Plumbing - PVC-SWR-Single Door Y - - 75mm - Nos | 18.00 | 198.00 | 0.00 | 18.00 | 4,205.52 |
| 9 | 304500 - PLUM-Plumbing - CPVC-Coupling- - 65MM - Nos | 15.00 | 367.25 | 0.00 | 18.00 | 6,500.33 |
| 10 | 466100 - PLUM-Plumbing - CPVC-Union- - 65MM - Nos | 4.00 | 1,092.00 | 0.00 | 18.00 | 5,154.24 |
| | | | **Total Order Value . . .** | | | **69,898.19** |

Rupees : Sixty Nine Thousand Eight Hundred Ninty Eight and Paise Ninteen Only.

Terms and Conditions :-

**Specification /** All items shall be of "Prince' / 'Gebrittee' brand.
**Payment Terms** After Delivery & Production of bill
**Tax** Inclusive of all taxes
**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.

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical [illegible] clarification.
☐ Replenishing SSLLP stock
☐ Other

PART DELIVERY DETAILS

| S.no. | Bill no. | Bill Dt. | Amount |
|---|---|---|---|
| 1. | 1019 | 13/10 | 18,984 |
| 2. | | | |
| 3. | | | |
| 4. | | | |

APPROVED BY
12 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Modi Properties Pvt Ltd***

Name : ______
Name : ______
Date : __/__/____

# Purchase Order

 09-10-2022 14:47:55 Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for MPL Excess Materialpurpose. |
| **Completion 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 ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Modi Properties Pvt Ltd***

Name : ____________________

Date : __/__/___

| Requisition Form | | | | | |
|---|---|---|---|---|---|
| Company Name: | SSLLP | Date: | 09.10.22 | | |
| Site & Phase : | SHLLP | Time: | | | |
| Unit No./Block No. | Excess Material | | | | |
| Supplier: | | Req. No. | 170270 | | |
| Material required before date: | | ID No. | 80397 | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No |
| 1 | SACP3013-Sanitary-CP-Concealed flush tank plate--Gebritte--Nos | 10 | 0 | 10 | |
| 2 | GENE9357-General Items-Helmets Labour Male----Nos | 20 | 0 | 20 | |
| 3 | MISC2554-Miscellaneous-Fire Extinguished-DCP ABC--6Kgs-Nos | 10 | 0 | 10 | |
| 4 | PLUM1660-Plumbing-PVC-SWR-Solvent--250ml-Nos 92700 | 70 | 0 | 70 | |
| 5 | PLUM6987-Plumbing-PVC-SWR-Solvent Solution--500ml-Nos | 15 | 0 | 15 | |
| 6 | DOOR3089-Doors-Main door beading-Salwood--2250Lx75Wx25HMM-Nos | 28 | 0 | 28 | |
| 7 | TOOL2146-Tools-Spade with handle----Nos | 5 | 0 | 5 | |
| 8 | PLUM5946-Plumbing-PVC-SWR-Single Door Y --75MM-Nos | 18 | 0 | 18 | |
| 9 | PLUM3045-Plumbing-CPVC-Coupling--65MM-Nos | 15 | 0 | 15 | |
| 10 | PLUM4661-Plumbing-CPVC-Union--65MM-Nos | 4 | 0 | 4 | |
| Remarks: | | | | | |
| | | | | | |
| | Engineer | Project Manager | | Purchase | |
| Prepared By: | | | | | |
| Approved By: | | | | | |
| Sign & Date: | | | | | |

APPROVED
11 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE