PURCHASE DIVISION
Advice for approval for credit to supplier

10000

Date:	31.10.22	Prepared by	S. Jaydudda	Serial no.	
Supplier name	Modi Properties pvt. Ltd.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	30.9.22	PO/WO No.	92491	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1016	17-10-22	17,183.16	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.			17,183.16	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112995, 112994	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:	17,183.16
Amount E – PO / WO value:	17,183.16
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	7-11-22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jaydudda	Jeevan			
Sign:	Judda	[signature] APPROVED			
Date	31.10.22	31 OCT 2022			
Approval limit	Upto 20k	Above 20k P. VENKATESHWARLU MANAGER PURCHASE	Above 100k	Upto 20k	Above 20k

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. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003. **GSTIN/UIN: 36AABCM4761E1ZM**	Invoice No. 1016 DC No. 1016 Purchase Order No. 92491	Date: 17/10/22 DC Date: 17/10/2022 P.O. Date: 30/9/22 Mobile No: 1016

Recipient Name: SSLLP

Recipient Address: Cherlapally ~~Kam~~ Behind King Stone PG College. Hyd.

GST: PAN: Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	1, LED Bulb 0.5W (Green)			230	12.6	2,898
2	2, LED Bulb 0.5W (Orange)			240	12.6	3,024
3	3. Bulb holder			600	14.40	8,640
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
					Transportation Charges	–
					Hamali charges	
					CGST 9%	1,310
					SGST 9%	1,310
					Total	17183.16

INWARD
Inward No. 18777 Dt: 28/9/22
MRN No: Dt:
Received By: Sign:
MRN. 112995
SUMMIT SALES LLP

INWARD
Inward No. 18776 Dt: 28/9/22
MRN No: 112994 Dt:
Received By: Sign:
SUMMIT SALES LLP

Amount (in words) Seventeen thousand one hundred Eighty three and Sixteen only

SUMMIT SALES LLP
IN WARD
No: 100563
Date: 20/10/22
Sign:
R.R. DIST.

For M/s. Modi Properties Pvt. Ltd.

Authorised Signat

E. & O.E

Subject to Hyderabad Jurisdiction.

OUTWARD - GATE PASS No. 4061

Date:	14/9/22		Time:		10:40	
Company:	Modi properties PVT LTD					
Project/site:	MPL (Mallapur)					
Destination:	SSLLP					
Outward No. 1614		Vehicle type	Vehicle No		Vehicle driver	
		Teetho	TS10UB3122		Shankar.	
	Material Description		Quantity	Units	Approx. rate	Amount
1	Anchor 6AMP Pendent Holder		600	Nos.		14400.
2.			480			
3						
4						
5						
6.						
7						
8.					CGST	1296
9					SGST	1296
10.						
	Total					16992

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:		14/9/22	Mohan.	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
28/9/22	18777			
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.

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 SSLLP (Summit Housing LLP)

Site: Cherlapally, Behind Kingston PG College, Hyd.

DC No.	:	1016
Date	:	17/10/22
Vehicle No.	:	TS10UB3122
P.O. / W.O. No.	:	92491
P.O. / W.O. Date	:	30/9/22

Sl. No.	PARTICULARS	Quantity
1	LED Bulb 0.5W (Green)	236
2	LED Bulb 0.5W (Orange)	240
3	Bulb holder.	600
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

INWARD
Inward No. 18776 Dt: 28/9/22
MRN No: 112994 Dt: 20/10/22
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No. 18777 Dt: 28/9/22
MRN No: Dt:
Received By: Sign:
MRN. 112995
SUMMIT SALES LLP

Received the above materials in good condition.

Received by : Sheker
Date : 17/10/22
Stamp:

SUMMIT SALES LLP
INWARD
No: 83682
Date: 20/10/22
Sign:
R.R. DIST

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

OUTWARD - GATE PASS No. 4059

Date:		14/9/22	Time:				
Company:		Modi properties PVT. LTD.					
Project/site:		MPL (mallapur)					
Destination:		SSLP					
Outward No. 1613		Vehicle type	Vehicle No		Vehicle driver		
		Teetho	TS10UB3122		Shakhr.		
	Material Description		Quantity	Units	Approx. rate	Amount	
1	① LED Bulb ·0·5W					5,250.00	
2.	(green)		~~250~~	No's			
3			240 230				
4	② LED Bulb 0·5W						
5							
6.	(orange)		~~250~~	No's		5·250·00	
7			240.			10·500·00/-	
8.			230				
9					9%	945·00	
10.					9%	945·00	
	Total				=	12,390/-	

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]	[signature]	moses	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
28/9/22	18778		[signature]	
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
Sign: 28/9/22				

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, GST bills, etc and send to MD for approval once in a fortnight.

Purchase Order

 30-09-2022 15:01:48

92491
16.09.22 3:27:07

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	**Doc No**	92491	170269
5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003	**Doc Date**	30-09-2022	
	Quote No	Nil	
GSTIN 36AABCM4761EZM	**Quote Date**	30-09-2022	
040-66335551	**SupplyType**	Supply	

Kind Attn : Narendar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	503500 - ELEC-Electrical - LED Bulb-Green color- - 0.5w - Nos	230.00	12.60	0.00	18.00	3,419.64
2	707800 - ELEC-Electrical - LED Bulb-Orange color- - 0.5w - Nos	240.00	12.60	0.00	18.00	3,568.32
3	524000 - ELEC-Electrical - Bulb Holder-Hanging Type-Anchor - - - Nos	600.00	14.40	0.00	18.00	10,195.20
					Total Order Value . . .	**17,183.16**

Rupees : Seventeen Thousand One Hundred Eighty Three and Paise Sixteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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 to reject items not conforming to quality and specifications.Above order for Stock purpose.
Completion Date	NA
Measurment	NA
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

Venu 01/10/22

Name : ____________

Accepted the above Terms And Conditions

For *Modi Properties Pvt Ltd*

Name : ____________

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	30.09.22		
Site & Phase :	SHLLP	Time:			
Unit No./Block No.	MPL Excess Material				
Supplier:		Req. No.	170269		
Material required before date:		ID No.	80203		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	ELEC5035-Electrical-LED Bulb-Green color--0.5w-Nos	230	0	230	
2	ELEC7078-Electrical-LED Bulb-Orange color--0.5w-Nos 92491	240	0	240	
3	ELEC5240-Electrical-Bulb Holder-Hanging Type-Anchor--Nos	600	0	600	
4			0		
5			0		
6			0		
7			0		
8			0		
9			0		
10			0		
Remarks:					
	Engineer	Project Manager		Purchase	
Prepared By:	Mounika				
Approved By:					
Sign & Date:					

APPROVED
01 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE