PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	23-12-22	Prepared by	Minish	Serial no.	11976
Supplier name	Hestia			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	27-10-21	PO/WO No.	82104/88435	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	189	3-1-22	9,82,251/-	☒ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,82,251/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101938	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:	9,82,251/-
Amount E – PO / WO value:	30,95,582/-
Amount F – Difference (A – E):	21,13,331/-
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	2-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		23 DEC 2022			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MINISH PARIKH
MANAGER PROCUREMENT

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.

MEMO

DATE & FROM:	TO & REMARKS.
Prabhakar	Soham Sir,
21/12	Hosting Form for closer attached
	Kindly see the attachments.
	Reconcilation done !
M Pinison	Process this too for
	Invoices : in one Draft for
	approval. ASAP!
	[illegible signature]
	22/12

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	88435	PO date:	26/5/22	Req. no.:	169799	Advice Scan ID	
MRN nos. related to PO	109625, 109640, 109642, 111796						
☐	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
Hemendra					

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.	85, 21870
☐	All bills received against this PO.		
☑	Advance paid against this PO.	Amount paid	22,88,000/-
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
D. Lavange		21/12/22			

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
21 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 20-05-2022 2:15:33 PM

88435
27.04.22 12:24:14

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

Supplier Details

Hestia
8-2-293, 2nd floor, 249-A, Road No-92, MLA Colony, Banjara Hills, Hyderabad, Telangana 5000034

GSTIN 36AAMFH1012P1Z9
9849290876 9849290876

Doc No	88435	169799
Doc Date	20-05-2022	
Quote No	Nil	
Quote Date	19-05-2022	
SupplyType	Supply	

Kind Attn : Karan Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9107 - Tiles - Carrara - 600mm x 1200mm - Boxes	650.00	803.00	0.00	18.00	615,901.00
2	9108 - Tiles - Crema Marfil - 600mm x 1200mm - Boxes	650.00 + 650	803.00	0.00	18.00	615,901.00
3	9103 - Tiles - Urbanwood light - 200mm x 1200mm - Boxes	350.00	852.54	0.00	18.00	352,099.02
4	9117 - Tiles - urabnwood Dark - 200mm X 1200mm - Boxes	350.00	852.54	0.00	18.00	352,099.02
5	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	350.00	852.54	0.00	18.00	352,099.02

Total Order Value . . . 2,288,099.06

Rupees : Twenty Two Lakh(s) Eighty Eight Thousand Ninty Nine and Paise Six Only.

Terms and Conditions :-

Specification /	Ispiria international tiles Box sft for 600x1200 15.42 sft, rate per sft rs.61.48/- , 2 tiles in a box, Urbanwood series Rate per sft is rs.65.97/- including GST, 6 tiles in a box, Box sft is 15.32
Payment Terms	50% Advance balance after delivery
Tax	Included in the above prices
Delivery Date	With in 20 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Rs. 1 per sft on total can be applicable if all the tiles not delivered beyond 30 days of PO.
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Advance Rs. 11,44,000. by cheque.no- ...., dated ....
Other Terms	We reserve the rights to reject the items if not as per specifications. damage is in suppliers account. above order is for Stock replanish purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

APPROVED BY
21 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

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

PART DELIVERY DETAILS

	Bill Dt.	Amount
70	11/7	1369080.77
21	20/4	147964.00
189	3-1-22	9,82,257

16,15,516/-

For **Summit Sales LLP**
Authorised Signatory

Accepted the above Terms And Conditions
For Hestia

Name :
Contact :
Name :
Date : / /

Purchase Order

 20-05-2022 2:15:33 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 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

Accepted the above Terms And Conditions

For **Hestia**

Name : ____________

Name : ____________

Date : __/__/____

Contact : -

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169799
Material required before date:		ID No.	76533

No	Description	Size	Quantity	Units	Inward No	Date
1.	Carrara	2'x4'	650	box		
2.	Crema marfil	2'x4'	650	box		
3.	Urbanwood light	200mmx1200mm	350	box		
4.	Urbanwood dark	200mmx1200mm	350	box		
5.	~~Urbanwood natural~~	~~200mmx1200mm~~	350	~~box~~		

Remarks: For Stock Replenish purpose.

88435 Prepared By	Ramya	Approved by	APPROVED BY 21 MAY 2022
Sign.& Date	19.05.2022	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	82104	PO date:	27/10/21	Req. no.:	169135	Advice Scan ID	
MRN nos. related to PO	101937, 106499						
☐	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
Hemende					

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.	20,70
☐	All bills received against this PO.		
☑	Advance paid against this PO.	Amount paid	4,03,700/-
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
D. havary		21/12/22			

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
21 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 19-10-2022 14:25:27 Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Hestia 8-2-293, 2nd floor, 249-A, Road No-92, MLA Colony, Banjara Hills, Hyderabad, Telangana.5000034	**Doc No**	82104	169135
	Doc Date	27-10-2021	
	Quote No	Nil	
GSTIN 36AAMFH1012P1Z9	**Quote Date**	27-10-2021	
9849290876 9849290876	**SupplyType**	Supply	

Kind Attn : Karan Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9107 - Tiles - Carrara - 600mm x 1200mm - Boxes	650.00	640.32	0.00	18.00	491,125.44
2	9103 - Tiles - Urbanwood light - 200mm x 1200mm - Boxes	350.00	766.00	0.00	18.00	316,358.00
					Total Order Value . . .	**807,483.44**

Rupees : Eight Lakh(s) Seven Thousand Four Hundred Eighty Three and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand	Nexion international tiles Box sft for 600x1200-15.42 sft, rate per sft rs.49/-, 2 tiles in a box, Urbanwood series Rate per sft is rs.59/- including GST, 6 tiles in a box, Box sft is 15.32
Payment Terms	50% Advance balance after delivery
Tax	Included in the above prices
Delivery Date	With in 20 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Rs. 1 per sft on total can be applicable if all the tiles not delivered beyond 30 days of PO.
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Advance Rs. 4,03,700-00 by cheque.no- ...., dated ....
Other Terms	We reserve the rights to reject the items if not as per specifications, damage is in suppliers account, above order is for Stock replanish purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D. Larup.
Sign:
Date: 19/10/22

For *Summit Sales LLP*
Authorised Signatory
Name :

Accepted the above Terms And Conditions
For *Hestia*
Name :
Date : _/_/_

Requisition Form

Company Name:	SSLLP	Date:	25-10-2021
Site & Phase :	SHLLP	Time:	13.56
Supplier		Req. No.	169135
Material required before date:		ID No.	70613

No	Description	Size	Quantity	Units	Inward No	Date
1	TILES CARRARA 600MMX 1200 MM		650	BOXES		
2	TILES URBANWOOD LIGHT 200mm X1200		350	BOXES		
3						
4						
5						
6						
7						
8						
9						

Remarks:For STOCK PURPOSE

Prepared By	NEHA	Approved by	
Sign.& Date	25-10-21	Sign. & Date	

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

Tax Invoice

HESTIA 1 8-2-293, 2nd floor, 249-A, Road NO 92, MLA Colony, Banjara Hills, Hyderabad Telangana 5000034 Telangana - 500034, India GSTIN/UIN: 36AAMFH1012P1Z9 State Name : Telangana, Code : 36 E-Mail : info@hestiaindia.com	Invoice No. **INV/21-22/189** e-Way Bill No. **191419590287**	Dated **3-Jan-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **INV/21-22/189 dt. 3-Jan-22**	Other References
Consignee (Ship to) **Sumit Sales LLP** 5-4-187/3&4,II nd floor, MG Road, Secunderabad -500003. Telangana - 500003, India GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **82104** 88485	Dated **27-Oct-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination **Mallapur**
Buyer (Bill to) **Sumit Sales LLP** 5-4-187/3&4,II nd floor, MG Road, Secunderabad -500003. Telangana - 500003, India GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl	No. & Kind of Pkgs.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1		**ISPIRA** *Carrara Polished 2' x 4' - 650 Boxes*	69072100	**650 Box**	640.32	Box		**4,16,208.00**
2		**ISPIRA** *Crema Marfil 2' x 4' - 650 Boxes*	69072100	**650 Box**	640.32	Box		**4,16,208.00**
								8,32,416.00
		CGST -9%			9	%		**74,917.44**
		SGST -9%			9	%		**74,917.44**
		Round Off						**0.12**
		Total		**1,300 Box**				**₹ 9,82,251.00**

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 3110 Date 15/10/22 Sign

Amount Chargeable (in words) *E. & O.E*

INR Nine Lakh Eighty Two Thousand Two Hundred Fifty One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
69072100	8,32,416.00	9%	74,917.44	9%	74,917.44	1,49,834.88
Total	**8,32,416.00**		**74,917.44**		**74,917.44**	**1,49,834.88**

Tax Amount (in words) : **INR One Lakh Forty Nine Thousand Eight Hundred Thirty Four and Eighty Eight paise Only**

SUMMIT SALES LLP R.P. DIST. IN WARD No. 8231/2 Date: 23/1/22

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200041771610**
Branch & IFS Code : **Begumpet Branch & HDFC0000621**

Customer's Seal and Signature

for HESTIA 1

www.hestiaindia.com HESTIA

Authorised Signatory

This is a Computer Generated Invoice

Tax Invoice

(DUPLICATE FOR TRANSPORTER)

Hestia - (from 1-Apr-2021) 8-2-293, 2nd floor, 249-A, Road NO 92, MLA Colony, Banjara Hills, Hyderabad Telangana 5000034 Telangana - 500034, India GSTIN/UIN: 36AAMFH1012P1Z9 State Name : Telangana, Code : 36 E-Mail : info@hestiaindia.com	Invoice No. INV/21-22/189 e-Way Bill No. 191419590287	Dated 3-Jan-2022
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. INV/21-22/189	Other Reference(s)
Buyer **Sumit Sales LLP** 5-4-187/3&4,II nd floor, MG Road, Secunderabad -500003., Telangana - 500003, India GSTIN/UIN : 36ACQFS2044C1Z7 PAN/IT No : State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. 82104 / 88U35	Dated 27-Oct-2021
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination Mallapur
	Terms of Delivery	

Sl No.	No. & Kind of Pkgs.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1		**ISPIRA** *Carrara Polished 2' x 4' - 650 Boxes*	69072100	650 Box	640.32	Box	4,16,208.00
2		**ISPIRA** *Crema Marfil 2' x 4' - 650 Boxes*	69072100	650 Box	640.32	Box	4,16,208.00
							8,32,416.00
		CGST -9%			9	%	74,917.44
		SGST -9%			9	%	74,917.44
		Round Off					0.12
		Total		1,300 Box			₹ 9,82,251.00

Amount Chargeable (in words) E. & O.E

INR Nine Lakh Eighty Two Thousand Two Hundred Fifty One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
69072100	8,32,416.00	9%	74,917.44	9%	74,917.44	1,49,834.88
Total	8,32,416.00		74,917.44		74,917.44	1,49,834.88

Tax Amount (in words) : **INR One Lakh Forty Nine Thousand Eight Hundred Thirty Four and Eighty Eight paise Only**

INWARD
MODI REALTY MALLAPUR LLP
Ward No 7268 Dt. 07/01/2
MRN No 101938 Dt.
Checked by... Sign.....

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 183187
Date 3/12/4
Sign
102112

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : HDFC BANK
A/c No. : 50200041771610
Branch & IFS Code : Begumpet Branch & HDFC0000621

Customer's Seal and Signature	for Hestia - (from 1-Apr-2021) Authorised Signatory

HESTIA www.hestiaindia.com

This is a Computer Generated Invoice