

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		06.03.23		Prepared by	V. RAVI	Serial no.	14682
Supplier name		Summit Sales LLP				HO inward no.	
Firm/Company		MPPL		Project	MPPL	HO received date	
PO/WO date		14.11.22		PO/WO No.	93953	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	1027		27.12.22		9495.25	☒ Yes ☐ No	
2.					/	☐ Yes ☐ No	
3.					/	☐ Yes ☐ No	
4.					9495.25	☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						9495.25	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	115562				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:						9495.25	
Amount E – PO / WO value:						9495.25	
Amount F – Difference (A – E):						NIL	
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				07/03/23			
Remarks: Close the P.O & original Invoice missing, so certified true copy we are processing the bill, final bill.							
Approved by	Purchase Officer	for	Purchase Manager	M D	Accountant	Accounts Manager	
Name:			V. RAVI				
Sign:							
Date			06.03.23				
Approval limit	Upto 20k	Above 20k	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.



Form for closure of purchase order

Data required from site/engineers					
PO no.	93953	PO date	14/11/22	Req no.	1823/2
MRN nos. related to PO		115562			
☐	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: <u>close PO.</u>					
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 Ashiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
A. S. S. S. S.	8	15/12/23	V. S. S. S.	5	15/12/23
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.		
☐	All bills received against this PO.				
☐	Advance paid against this PO		Amount paid		
Remarks by Accountants: <u>Bills not received</u>					
Notes: 1. Pos issued for false billing 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
K. ASHOK	16	16-02-23			
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			



Purchase Order

Page(s) 1 Of 2

15-02-2023 09:56:08

Original / Office Copy / Purchase Order Copy

From Company : **Modi Realty Pocharam LLP**

5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36ABIFM1836H1Z7

Supplier Details

Modi Properties Pvt Ltd

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003

GSTIN 36AABCM4761EZM

040-66335551

Doc No 93953 182312

Doc Date 14-11-2022

Quote No Nil

Quote Date 12-11-2022

SupplyType Supply

Kind Attn : Narendar Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 634000 - FURN-Furniture & fixtures - Venetian Blinds-Off white Color- - - - Sqm	11.89	1,345.00	60.00	18.00	7,548.25
2 129100 - MISC-Miscellaneous - Installation Charges- - - - Nos	11.00	150.00	0.00	18.00	1,947.00
Total Order Value . . .					9,495.25

Rupees : Nine Thousand Four Hundred Ninty Five and Paise Twenty Five Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price

Delivery Date Within 10 working days

Delivery Location Nigin Heights

pocharam

Phone 9849457434

Penalty For Delay Nil

For **Modi Realty Pocharam LLP**

Authorized Signatory

Accepted the above Terms And Conditions

For **Modi Properties Pvt Ltd**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page 2 of 3

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Original / Office Copy / Purchase Site Copy

Transportation Cost Extra

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Block A-10, 105 model flats windows purpose

Completion Date NA

Measurement 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 **Modi Realty Pocharam LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Modi Properties Pvt Ltd**

Name : _____

Name : _____

Date : ____/____/____

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 Nilgiri HeightsSite: PacharamDC No. : 1026Date : 27/12/22Vehicle No. : TS10UB312P.O. / W.O. No. : 93953P.O. / W.O. Date : 14/11/22

Sl. No.	PARTICULARS	Quantity
1	venetian Blinds - off white colour	11.89
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Received the above materials in good condition.

Received by :

Date :

Stamp:

Shekhar
27/12/22

INWARD	
Inward No: <u>1227</u>	Di: <u>28/12/22</u>
MRN No: <u>11556</u>	Di:
Received By: <u>Bishnu</u>	Sign: <u>Bishnu</u>
NILGIRI HEIGHTS	

For M/s. Modi Properties Pvt. Ltd.

Qif
Authorised Signatory

Subject to Hyderabad Jurisdiction.

Date:

M/s. MODI PROPERTIES
PVT. LTD.

5-4-187/3 & 4, II Floor,
Soham Mansion, M.G. Road,
Secunderabad - 500 003.

*GSTIN/UIN: 36AABCM4761E1ZM

TRANSIT INVOICE

Invoice No. 1027

Date: 27/12/22

DC No. 1026

DC Date: 27/12/22

Purchase Order No. 93953

P.O. Date: 14/11/22

Recipient Name: Nilgiri Heights

Recipient Address: Pocharam.

Mobile No: 1027

GST: 36AABCM4761E1ZM

PAN:

Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	→ Furniture - Venetian					
2	Blinds of white color					
3	→ Miscellaneous - Installation			11.89	1.345	15.992
4	Charger					
5				11	150	1,650
6						
7						
8						
9						
10						
11						
12						
13						
14						

Transportation Charges

Hamali charges

CGST 9% 827.82

SGST 9% 827.82

Total 9,491.2

Amount (in words)

Nine thousand four hundred and Ninety one and Twenty

Five only

For M/s. Modi Properties Pvt. Ltd.

E. & O.E.

for



"TRUE COPY"

Signature

Authorised Signatory

Subject to Hyderabad Jurisdiction.