PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06.03.23	Prepared by	V.RAVI	Serial no.	14697
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MNRKLLP	Project	G.H.T	HO received date	
PO/WO date	22.12.22	PO/WO No.	95321	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28765	11.2.23	29,833.50	✓ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	29,833.50
Proof of delivery by way of: ✓ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117336	Proof of delivery matches MRN	✓ Yes □ No

Amount B –Other Credits : Transportation charges	224.50
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	30058.00
Amount E – PO / WO value:	34,931.54
Amount F – Difference (A – E):	4873.54
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:	final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 9213
Date 6/3/23
Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	95321	PO date:	22/12/22	Req. no.:	142481	Advice Scan ID	
MRN nos. related to PO							

☑	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
D.Devi	D.Devi	22/02/23	A.Suresh.	[signature]	22/02/23

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: Bill not Received.

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
S.Nagaraj	C.Nagaraj	24-02-2023			

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
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

 22-02-2023 12:13:38 Original / Office Copy / Purchase Div Copy

From Company :	**Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003 G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	95321	142481
	Doc Date	22-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-12-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	456200 - STEL-Steel - MS grills-- - 1745X1145mm - kgs *6'X4', Unit weight = 23.2kgs.*	7.00	3,248.00	0.00	18.00	26,828.48
2	888300 - STEL-Steel - MS grills-- - 1145X1145mm - kgs *4'X4', Unit weight = 16kgs.*	1.00 (8	2,240.00	0.00	18.00	2,643.20
3	257800 - STEL-Steel - MS grills-- - 845X1145mm - kgs *3'X4', Unit weight = 11.8kgs.*	1.00 (8	1,652.00	0.00	18.00	1,949.36
4	439400 - STEL-Steel - MS grills-- - 845X545mm - kgs *3'X2', Unit weight = 6kgs.*	2.00	840.00	0.00	18.00	1,982.40
5	6188 - Miscellaneous - Hamali charges - NA - Per Sft	185.00	7.00	0.00	18.00	1,528.10
				Total Order Value . . .		**34,931.54**

Rupees : Thirty Four Thousand Nine Hundred Thirty One and Paise Fifty Four Only.

Terms and Conditions :-

Specification /	All MS flat pattis should be 3/4 - 6mm & 10mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by MD vide circular no.831(b), dated. 10/06/2016 and accepted by contractor.
Payment Terms	After delivery & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	NIL.
Transportation	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	NIL.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for GHT - sold+owners share flats only. 4th lot.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 Head Office. Proof of delivery/DC can be sent by email.

Inward no. 13792 | 11/02/23

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : ____________

Name : ____________

Date : __/__/____

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	24573
Mehta & Modi Realty Kowkur LLP	DC Date.	11-02-2023
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	95321
	PO Date.	22-12-2022
	Req ID	82533
	Req Date	16-12-2022
GSTIN : 36ABLFM7631F1Z3	Loc Req No	142481

	Description of Goods	HSN/SAC	Qty
1	456200 - STEL-Steel - MS grills-- - 1745X1145mm - kgs	7308	7
2	439400 - STEL-Steel - MS grills-- - 845X545mm - kgs	7308	2
3	6188 - Miscellaneous - Hamali charges - NA - Per Sft		151
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INWARD
Inward No: 3797 Dt: 11/02/23
MRN No: 17336 Dt: 13/02/23
Received By: Sign
MEHTA & MODI REALTY KOWKUR LLP

14:30

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 22-12-2022 16:29:32

95321
13.12.22 4:32:58

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabac
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	95321	142481
	Doc Date	22-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-12-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

For ***Summit Sales LLP***

Date : __/__/____

Name : ____________

Name : ____________

Requisition Form							
Company Name:	Mehta & Modi Reality Kowkur LLP						
Site & Phase :	GHT	Date:	22-12-2022				
Unit No./Block No.		Time:	10:40				
Supplier:							
Material required before date:		Req. No.	142481				
		ID No.					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STEL9402-Steel-MS grills---1745X1145mm-Kgs	7	0	7			
2	STEL4562-Steel-MS grills---1145X1145mm-Kgs	1	0	1			
3	STEL8324-Steel-MS grills---845X1145mm-Kgs	1	0	1			
4	STEL5076-Steel-MS grills---845X545mm-Kgs	2	0	2			
5							
6							
7							
8							
9							
10							
Remarks:	Towards GHT, Sold+Owner share flats only. 4th Lot.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Md. Anwar Baig	A. Suresh					
Approved By:							
Sign & Date:							

APPROVED BY
22 DEC 2022
A. SURESH
PROJECT MANAGER

TAX INVOICE

ORIGINAL INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Mehta & Modi Realty Kowkur LLP	Invoice No.	28765
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	11-02-2023
	PO No.	95321
	PO Date.	22-12-2022
	Req ID	82533
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	16-12-2022
	Loc Req No	142481

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	456200 - STEL-Steel - MS grills-- - 1745X1145mm - 6'X4', Unit weight = 23.2kgs.	7308	7	3248.00	22,736.00	18	4,092.48
2	439400 - STEL-Steel - MS grills-- - 845X545mm - 3'X2', Unit weight = 6kgs.	7308	2	840.00	1,680.00	18	302.40
3	6188 - Miscellaneous - Hamali charges - NA - Per Sft		151	7.00	1,057.00	18	190.26
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IGST	CGST	SGST				
	2,292.57	2,292.57	Total Taxable Amount	25,473.00		4,585.14
			Total Invoice Amount	30,058.14		

Rupees : Thirty Thousand Fifty Eight and Paise Fourteen Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 105679 Date: 11/2 Sign: