PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 29.03.23 | Prepared by | V. RAVI | Serial no. | 16055 |
| Supplier name | Modi Properties Pvt Ltd | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 04.11.22 | PO/WO No. | 93616 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1029 | 28.03.23 | 67,323-00 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 67,323-00 |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |
| MRN nos.: 113766 — 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: | 67,323-00 |
| Amount E – PO / WO value: | 67,323.81 |
| Amount F – Difference (A – E): | 0.81 |
| 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 | 30.03.23 |
| Remarks: find bill & close this PO | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | | | | |
| Date | | 29-03-23 | | | |
| 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. INWARD No. 9946 Date 29/3/23 Sign.

To, Sangeetha Mam

Form for closure of purchase order

| PO no.: | 93616 | PO date: | 04/11/22 | Req. no.: | 170358 | Advice Scan ID | |
|---|---|---|---|---|---|---|---|
| Barcoded PO available | □ Y/□ N | Invoice original available | □Y/□N /□Copy available | | | POD available | □Y/□ N |

Data required from site/engineers:

| MRN nos. related to PO | 113766. | | |
|---|---|---|---|
| □ 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: | Full Material Received. | | |

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

| Prepared by: | MINISH | Sign: | | Date: | 16/03/2023. |
|---|---|---|---|---|---|

Data required from accounts:

| ☑ | Checked with E&D for receipt of bills. | | |
|---|---|---|---|
| □ Bills not received against this PO. | □ Part bill received against this PO. | □ All bills received against this PO. | |
| □ Advance paid against this PO | Amount paid: | Date of payment: | |

Details of part bill received:

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Remarks by Accountants:

| Prepared by: | Sangeetha | Sign: | Sgeetha | Date: | 28/3/2023 |
|---|---|---|---|---|---|

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

| Prepared by: | Sign: | Date: |
|---|---|---|

Remarks by Ravi + details of bills to be approved:

| Sl. No. | Bill no. | Bill date | Bill amount | MRN no. |
|---|---|---|---|---|
| 1. | 1029 | 28.03.23 | 67,323-00 | 113766. |
| 2. | | | | |
| 3. | | | | |

Remarks: Need MD's Approval for enclosed Certified True Copy.

| Prepared by: Ravi | Sign: | Date: 28.03.23 |
|---|---|---|

Advice by MD - action to be taken.

| ☑ Get certified bill from supplier (not original). | | ☑ Prepare bill in SSLLP for material supplied. | |
|---|---|---|---|
| ☑ | Thereafter, prepare advice for credit to supplier and send to Soham for processing. | | |
| ☑ | Close PO | □ | Keep PO open. Material awaited |
| □ | Accounts to be reconciled with supplier. Get supplier's ledger. | | |
| Remarks: | | | |
| Approved by: Soham | Sign: | Date: | |

APPROVED BY
19 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Record PO close

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 Summit Housing LLP

Site Cherlapally, Behind Kind Stone PG College Hyd

DC No. : 1028
Date : 28/3/23.
Vehicle No. : TS29 9649
P.O. / W.O. No. : 93616
P.O. / W.O. Date : 4/11/22.

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Eco drain Pipe - Single Socket Pipe 160 Ø x 6000 L MM | 3.00 |
| 2 | PVC - Rigid Pipe - 6 Kgs Pressure - 6 In - lenght | 3.00 |
| 3 | PVC Rigid Pipe - 100 mm lenght | 4.00 |
| 4 | Sanitary CP - Concealed flush Tank Geberit | 11.00 |
| 5 | Fan Box - 25mm | 50.00 |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |

Received the above materials in good condition.

Received by : Devendra
Date : 28/3/23
Stamp:

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

# Purchase Order

 08-11-2022 10:58:39 AM

93616
01.11.22 2:52:15

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<br>5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003 | **Doc No** | 93616 | 170358 |
| | **Doc Date** | 04-11-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AABCM4761EZM | **Quote Date** | 02-11-2022 | |
| 040-66335551 | **SupplyType** | Supply | |

**Kind Attn : Narendar Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 522600 - PLUM-Plumbing - Eco drain pipe-Single Socket Pipe - 160DX6000LMM - Nos | 3.00 | 2,508.76 | 0.00 | 18.00 | 8,881.01 |
| 2 | 7254 - Plumbing - PVC - Rigid Pipe -6Kgs Pressure - 6 In - lengths | 3.00 | 2,391.00 | 40.00 | 18.00 | 5,078.48 |
| 3 | 996100 - PLUM-Plumbing - PVC-Rigid-Pipe- - 100mm - Length | 4.00 | 1,804.00 | 0.00 | 18.00 | 8,514.88 |
| 4 | 987100 - SACP-Sanitary-CP - Conceled Flush Tank--Gebritte - - - Nos | 11.00 | 6,400.00 | 48.00 | 18.00 | 43,197.44 |
| 5 | 889300 - ELCD-Electrical - Fan box -PVC- - 25mm - Nos | 50.00 | 28.00 | 0.00 | 18.00 | 1,652.00 |
| | | | | **Total Order Value . . .** | | **67,323.81** |

Rupees : Sixty Seven Thousand Three Hundred Twenty Three and Paise Eighty One Only.

APPROVED BY
09 NOV 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

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of Supreme brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | NA |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order for excess material received from Mpl (gate pass no 4096) |
| **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 invoice must be sent to HO office or purchase site office .proof delivery/ Dc can e sent by email. |

Received

For ***Summit Sales LLP***
Authorised Signatory
08/11/22
Name : _____

Accepted the above Terms And Conditions
For ***Modi Properties Pvt Ltd***
Name : _____
Date : __/__/____

| Requisition Form | | | | | | | |
|---|---|---|---|---|---|---|---|
| Company Name: | SSLLP | | | | | | |
| Site & Phase : | SHLLP | | Date: | 02.11.2022 | | | |
| Unit No./Block No. | | | Time: | | | | |
| Supplier: | | | | | | | |
| Material required before date: | | | Req. No. | 170358 | | | |
| | | | ID No. | 81194 | | | |
| S No | Item | | Qty required | Qty available at site | Order Qty | Inward No | Inward Da |
| 1 | PLUM5226-Plumbing-Eco drain pipe-Single Socket Pipe--160DX6000LMM-Nos | | 3 | | 3 | | |
| 2 | PLUM2437-Plumbing-PVC-SWR-Cleansing Pipe--160MM-Nos | 800-56 + 65 × 18.1 | 3 | | 3 | | |
| 3 | PLUM9961-Plumbing-PVC-Rigid-Pipe--100MM-Nos | | 4 | | 4 | | |
| 4 | SACP9871-Sanitary-CP-Conceled Flush Tank--Gebritte--Nos | 93616 | 11 | | 11 | | |
| 5 | ELEC8893-Electrical-Fan box -PVC--25MM-Nos | | 50 | | 50 | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | For excess material recieved from MPL( gate pass no : 4096 ) | | | | | | |
| | | | | | | | |
| | Engineer | | | | | | |
| Prepared By: | Ashajyothi | | | | | | |
| Approved By: | Minish | | Project Manager | | Purchase | | MD |
| Sign & Date: | | | | | | | |

APPROVED
08 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

# 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. 1029 | Date: 28/3/23 |
| DC No. 1028 | DC Date: 28/3/23 |
| Purchase Order No. 93616 | P.O. Date: 4/11/22 |

Recipient Name: Summit Housing LLP — Mobile No: 1029

Recipient Address: Cherlapally, Behind Rind Store PG College Hyd.

GST: 36AABCM4761EZM. PAN: Email:

| Sl. No. | Description of Goods & Services | HSN Code | GST Rate | Quantity | Rate | Amount |
|---|---|---|---|---|---|---|
| 1 | ECO Ductile Pipe Single Socket | | | 3 | 2508 | 7524 |
| 2 | Rigide Pipe 6 Kgs pressure | | | 3 | 2391 | 7173 (7869) |
| 3 | PVC Rigid Pipe 10 Mtr length | | | 4 | 1804 | 7216 |
| 4 | Sanitary CP Concealed Flush Tank | | | 11 | 6400 | 70400 (48 1/33 Ft.) |
| 5 | Fan Box | | | 50 | 28 | 1400 |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| | Transportation Charges | | | | | 93713 |
| | Hamali charges | | | | | |
| | CGST 9% | | | | | |
| | SGST 9% | | | | | |
| | Total | | | | | 67293.81 |

Amount (in words): Sixty Seven Thousand Three Hundred Twenty three and Paisa Eight One Only.

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD.

"TRUE COPY"

E. & O.E

Subject to Hyderabad Jurisdiction.