PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/03/23	Prepared by	V.RAVI	Serial no.	**16054**
Supplier name	Modi Properties Pvt Ltd			HO inward no.	
Firm/Company	OSSLLP	Project	SHLLP	HO received date	
PO/WO date	09.10.22	PO/WO No.	927/0	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1014	13.10.22	18,984-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,984-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112874.	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:	18,984-00
Amount E – PO / WO value:	69,898-00
Amount F – Difference (A – E):	50,914-00
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:	final bill & close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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. * SEC'BAD *
INWARD
No. 9997
Date 29/3/23
Sign.

Form for closure of purchase order

PO no.:	9270	PO date:	9/10/22	Req. no.:	170270	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	112874	
✓□ 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: Part Material recieved.		
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:	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.	1014	13.10.22	18,984-00	112784
2.				
3.				

Remarks: Need MD's Approval for enclosed bill (certified true copy)		
Prepared by: Ravi	Sign:	Date: 29.03.23.

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
29 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-10-2022 14:47:55

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

92700
03.10.22 5:38:38

Supplier Details

Modi Properties Pvt Ltd
5-4-187/3&4, IInd floor, MG Road, Secunderabad-500003

GSTIN 36AABCM4761EZM
040-66335551

PO Close

Doc No	92700	170270
Doc Date	09-10-2022	
Quote No	Nil	
Quote Date	09-10-2022	
SupplyType	Supply	

Kind Attn : Narendar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	102100 - SACP-Sanitary-CP - Flush Plates--Geberit - - - Nos	10.00	3,540.00	0.00	18.00	41,772.00
2	935700 - GENE-General Items - Helmets Labour Male-- - - Nos	20.00	58.00	0.00	18.00	1,368.80
3	255400 - MISC-Miscellaneous - Fire Extinguished-DCP ABC- - 6Kgs - Nos	10.00	10.00	0.00	18.00	118.00
4	166000 - PLUM-Plumbing - PVC-SWR-Solvent- - 250ml - Nos	70.00	70.00	0.00	18.00	5,782.00
5	698700 - PLUM-Plumbing - PVC-SWR-Solvent Solution- - 500ml - Nos	15.00	175.00	0.00	18.00	3,097.50
6	308900 - DOOR-Doors - Main door beading-Salwood- - 2250Lx75Wx25Hmm - Nos	28.00	35.00	0.00	18.00	1,156.40
7	214600 - TOOL-Tools - Spade with handle-- - - - Nos	5.00	126.00	0.00	18.00	743.40
8	594600 - PLUM-Plumbing - PVC-SWR-Single Door Y - - 75mm - Nos	18.00	198.00	0.00	18.00	4,205.52
9	304500 - PLUM-Plumbing - CPVC-Coupling- - 65MM - Nos	15.00	367.25	0.00	18.00	6,500.33
10	466100 - PLUM-Plumbing - CPVC-Union- - 65MM - Nos	4.00	1,092.00	0.00	18.00	5,154.24
				Total Order Value . . .		**69,898.19**

Rupees : Sixty Nine Thousand Eight Hundred Ninty Eight and Paise Ninteen Only.

Terms and Conditions :-

Specification /	All items shall be of "Prince' / 'Gebrittee' brand.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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.

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

S.no.	Bill no.	Bill Dt.	Amount
1.	1019	13/10	18,984
2.			
3.			
4.			
5.			

APPROVED BY
12 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Modi Properties Pvt Ltd*

Name : ____________

Date : __/__/____

Purchase Order

 09-10-2022 14:47:55

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for MPL Excess Materialpurpose.
Completion Date	Nil
Measurment	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 ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Modi Properties Pvt Ltd***

Name : ______________________

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	09.10.22		
Site & Phase :	SHLLP	Time:			
Unit No./Block No.	Excess Material				
Supplier:		Req. No.	170270		
Material required before date:		ID No.	80397		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	SACP3013-Sanitary-CP-Concealed flush tank plate--Gebritte--Nos	10	0	10	
2	GENE9357-General Items-Helmets Labour Male----Nos	20	0	20	
3	MISC2554-Miscellaneous-Fire Extinguished-DCP ABC--6Kgs-Nos	10	0	10	
4	PLUM1660-Plumbing-PVC-SWR-Solvent--250ml-Nos 92700	70	0	70	
5	PLUM6987-Plumbing-PVC-SWR-Solvent Solution--500ml-Nos	15	0	15	
6	DOOR3089-Doors-Main door beading-Salwood--2250Lx75Wx25HMM-Nos	28	0	28	
7	TOOL2146-Tools-Spade with handle----Nos	5	0	5	
8	PLUM5946-Plumbing-PVC-SWR-Single Door Y --75MM-Nos	18	0	18	
9	PLUM3045-Plumbing-CPVC-Coupling--65MM-Nos	15	0	15	
10	PLUM4661-Plumbing-CPVC-Union--65MM-Nos	4	0	4	
Remarks:					
	Engineer	Project Manager		Purchase	
Prepared By:					
Approved By:					
Sign & Date:					

APPROVED
11 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 Sumit Sales llp

Site: Sumit housy llp

DC No.	1012
Date	13-10-22
Vehicle No.	TS02UD3949
P.O. / W.O. No.	92700
P.O. / W.O. Date	9-10-22

Sl. No.	PARTICULARS	Quantity
1	PVC SWR solvent - 250 ml	70
2	" " Solvent - 500 ml	15
3	Tools spade	5
4	PVC SWR door-Y 75mm	18
5	CPVC union 65 mm	4
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

INWARD
Inward No: 1885 Dt: 13/10/22
MRN No: 112874 Dt: 18/10/22
Received By: Sign:
SUMMIT SALES LLP

Received the above materials in good condition.

Received by : Ramy

Date : 13-10-22

Stamp:

SUMMIT SALES LLP
INWARD
No: 83585
Date: 18/10/22
Sign:
R.R. DIST.

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

92700

OUTWARD - GATE PASS

No. 1070

Date:	13/10/22	Time:	12:25
Company:	Modi properties Pvt LTD.		
Project/site:	MFP (Mallpur) (As per Po No: 92700)		
Destination:	SSCP		
Outward No. 1690	Vehicle type Tractor	Vehicle No TS02UD3949	Vehicle driver Ramu.

	Material Description	Quantity	Units	Approx. rate	Amount
1.	PVC SWR Solvent	70	Nos	70.	5782.00
2.	" " Solvent Solution	15	Nos	175.	3,097
3.	Tools Spade with handle	5	"	126	1,156
4.	PVC SWR Door Y 75mm	18	"	198.	4205.72
5.	CPVC union 65mm	4	"	1,092	5154.
6.					
7					
8.					
9					
10.					
	Total				18984.

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 MRR 112874	☐for repairs & service	☐Material received by inward no. ____ & date ____
☐ Other	Details:	
Remarks.		Details:

Gate pass approved by	Project manager	Admin in-charge	Security
Sign:			
Received by other site on: 13/10/22	Inward No. 18851	Admin sign:	Security sign.
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.

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. 1014 DC No. 102 Purchase Order No. 92700	Date: 13/10/22 DC Date: 18/10/22 P.O. Date: 9/10/22

Recipient Name: SSLLP

Mobile No: 1014

Recipient Address: Chentapally Behind King stone Pu Clg. Hyd

GST: 36AABCM4761E74 PAN: Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	PVC SWR Solvent					
2	" " Solvent solution			70	70	4900
3	Tools Spade with handle			15	175	2625
4	PVC SWR Door 75mm			5	126	630
5	CPVC union - 65mm			18	198	3564
6				4	1.092	4368
7						
8						
9						
10						
11						
12						
13						
14						
			Transportation Charges			
			Hamali charges			
			CGST 9%			1447
			SGST 9%			1447
			Total			16984

INWARD
Inward No: 1885 Dt: 13/10/22
MRN No: 112874 Dt: 18/10/22
Received By: Sign:
SUMMIT SALES LLP

Amount (in words) Eighteen thousand and Nine Hundred and Eighty Four Rupee only

SUMMIT SALES LLP IN WARD No. 100467 Date: 18/10/22 Sign: R.R. DIST.

For M/s. Modi Properties Pvt. Ltd.

Authorised Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD.

E. & O.E

Subject to Hyderabad Jurisdiction.

"TRUE COPY"