PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/04/23	Prepared by	V. RAVI	Serial no.	16385
Supplier name	SSLLP.			HO inward no.	
Firm/Company	Serene Farms	Project	Serene Farms	HO received date	
PO/WO date	23/2/23	PO/WO No.	97504	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29280	13/4/23	80,896.15	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	80,896.15
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	11804	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:	80,896.15
Amount E – PO / WO value:	80,896.15
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	18/4/23
Remarks: find bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		17/4/23			
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.

PROPERTIES PVT. LTD. INWARD No. 838 17/4/23 SEC'BAD

Form for closure of purchase order

PO no.:	97504.	PO date:	23/2/23	Req. no.:	212101.	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	118404.	
□ 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 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: Munal	Sign:	Date: 10/4/23.
Data required from accounts:		
□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ 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: Bills not received against this PO.		
Prepared by: B. Sudheer	Sign: Sudheer	Date: 12/04/23
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.	DB-29280	13/4/23	80,896.15	11804
2.				
3.				

Remarks: Need MD's approval for enclosed bill		
Prepared by: Ravi	Sign:	Date: 13/4/23
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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 10-04-2023 11:20:06

Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**
5-4-187/374,II Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	97504	212101
Doc Date	23-02-2023	
Quote No	Nil	
Quote Date	21-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	322800 - TLFL-Tiles - Floor Tiles-Vitrified-Kajaria-Williams Grey - 600x1200mm - sqm *43Boxes*	62.00	443.13	0.00	18.00	32,419.39
2	553000 - TILE-Tiles - Floor Tiles-Olimpia Begne-Nitco - 600X1200mm - Sqm *56Boxes*	82.00	501.00	0.00	18.00	48,476.76
				Total Order Value . . .		**80,896.15**

Rupees : Eighty Thousand Eight Hundred Ninty Six and Paise Fifteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for villa no.175work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

For *Serene Constructions 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, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Construction LLP

Site: Ser part - III

DC No.	: 5555
Date	: 21/03/2023
Vehicle No.	: AP23X4931
P.O. / W.O. No.	: 97504
P.O. / W.O. Date	: 23/02/2023

Sl. No.	PARTICULARS	Quantity
1	Kajaria williams Grey 600mmX1200mm	62 sqm
2	Olimpia Beige 600mmX1200mm	82 sqm
3		
4		
5		
6		
7		
8		
9		
0		

INWARD
Inward No: 3645 Dt: 21/2/23
MRN No: 118404 Dt: 21/3/23
Received By: Sign:
(Silver Oak Villas-Part-III)

STIN :

ceived the above materials in good condition.

ceived by : Bab.L.pati Stamp: M.Baba pati

e: 21/03/2023.

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

23-02-2023 4:03:33 PM

97504

16.02.23 5:15:17

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	97504	212101
Doc Date	23-02-2023	
Quote No	Nil	
Quote Date	21-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	322800 - TLFL-Tiles - Floor Tiles-Vitrified-Kajaria-Williams Grey - 600x1200mm - sqm *43Boxes*	62.00	443.13	0.00	18.00	32,419.39
2	553000 - TILE-Tiles - Floor Tiles-Olimpia Begne-Nitco - 600X1200mm - Sqm *56Boxes*	82.00	501.00	0.00	18.00	48,476.76
					Total Order Value . . .	**80,896.15**

Rupees : Eighty Thousand Eight Hundred Ninty Six and Paise Fifteen Only.

Bill - 29280
3/4/23

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for villa no.175work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

For *Serene Constructions LLP*

Authorised Signatory

Veeru 23/02

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Contact - -

Requisition Form						
Company Name:	SCLLP	Date:	21.02.2023			
Site & Phase :	SOV-III	Time:	12:30			
Unit No./Block No.	For V no 175					
Supplier:		Req. No.	212101			
Material required before date:	30-02-2023	ID No.	84507			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE5525-Tiles-Floor Tiles-Vitrified-Kajaria Williams Grey-600x1200mm-Sqm 1.44	62 sq.m	0	62 sq.m		
2	TILE5530-Tiles-Floor Tiles-Olimpia Begne-Nitco-600X1200mm-Sqm 55.56	82 sq.m	0	82 sq.m		
3	2 pieces 16sft					
4						
5	91504					
6						
7						
8						
9						
10						
Remarks:	For V no 175					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G.chandra kanth					
Approved By:						
Sign & Date:						

APPROVED
20 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#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		
Serene Consructions LLP	Invoice No.	DB - 29280
SOV PART III, Sy No. No. 11,12,14,15,16,17,18,294, Cherlapally, Hyderabad,	Invoice Date.	03-04-2023
	PO No.	97504
	PO Date.	23-02-2023
	Req ID	84507
GSTIN : 36ACVFS7909P1ZV PAN ACVFS7909P	Req Date	21-02-2023
	Loc Req No	212101

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	322800 - TLFL-Tiles - Floor	69072100	62	443.13	27,474.06	18	4,945.32
	43Boxes						
2	553000 - TILE-Tiles - Floor Tiles-Olimpia	69010030	82	501.00	41,082.00	18	7,394.76
	56Boxes						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	68,556.06		12,340.08
	6,170.04	6,170.04	Total Invoice Amount	80,896.15		

Rupees : Eighty Thousand Eight Hundred Ninty Six and Paise Fifteen Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction