

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/04/23		Prepared by V. RAVI		Serial no. 16391	
Supplier name Modi Realty Hellegur Lp		HO inward no.			
Firm/Company SCLP		Project SHLP		HO received date	
PO/WO date 25/5/22		PO/WO No. 404, 88569		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1035	25/5/22	404,239.68	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				404,239-68	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:			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:				404,239-68	
Amount E – PO / WO value:				404,239-68	
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		22/4/23			
Remarks: find bill & close this po.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		20/4/23			
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.



Form for closure of purchase order

MR. Ravi

GMR

PO no.: 88569	PO date: 25/05/22	Req. no.: 169826	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☐ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
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: Gate Pass not received from GMR for SSSLP but the material sent to SSSLP - GVDL Stores.				
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: HINISH	Sign: [Signature]	Date: 26/05/2023		
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: Rajyalakshmi	Sign: [Signature]	Date: 4/4/23		
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.	1035	25.05.22	404,239.00	
2.				
3.				
Remarks: Need MD's Approval for enclosed certified true copy.				
Prepared by: Ravi	Sign: [Signature]	Date: 19/04/23		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).		☒ Prepare bill in SSSLP 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 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 of 1

25-05-2022 11:26:26

Original



20.05.22 3:37:20

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQF52044C1Z7

Supplier Details

Modi Realty Mallapur LLP
5-4-187/3&4, II nd floor, Soham Mansion, M.G.Road, Secunderabad-03

GSTIN 36AAEFM1459R1ZP
040-66335551

Doc No	88569	169826
Doc Date	25-05-2022	
Quote No	NIL	
Quote Date	25-05-2022	
SupplyType	Supply	

Kind Attn : Ram Prasad

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8074 - Steel - other - MS Round Pipe-2mm - 1 1/2 In - kgs 40MM X 2MM-12.2KGS Per Length-400 Lengths	4,880.00	70.20	0.00	18.00	404,239.68
Total Order Value . . .					404,239.68

Rupees : Four Lakh(s) Four Thousand Two Hundred Thirty Nine and Paise Sixty Eight Only.

Terms and Conditions :-

Specification / All items shall be of ___ brand/company

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location SLLP-SOV
Cherlapally, Behind Kingston PG Collage, Hyderabad
Phone. 9618244433 - Mr. Hemendra

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms Payment will be made only after inspection of material. Above order for Replenishing stock at SLLP-SOV purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks Delivery at SOVLLP.

APPROVED BY
25 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SLLP stock
- ☐ Other

SOV

For **Summit Sales LLP**

Authorised Signatory

Name : 25/05/2022

Accepted the above Terms And Conditions

For **Modi Realty Mallapur LLP**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		25.05.2022	
Site & Phase :		SSLLP-SOV		Time:		10:57	
Supplier		GMR		Req.No.		169826	
Material required before date:				ID No.			
				76681			
No	Description	Size	Quantity	Units	Inward No	Date	
1	MS pipe 12.2Kg Per Length	40mmX2mm thick	400	Nos			
Remarks: For stock replenishig purpose.							
Prepared By		Vanajakshi		Approved by		PO 88569.	
Sign. & Date		25.05.2022		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.



Company Name:	Silver Oak Villas LLP					
Project:	SOV-III					
Prepared By	B.Meenakshi					
Date:	18-04-2023					
S.No	Item Category	Item Description	Received Date	Received Quantity	Units	Inward No
1	MS material	MS Round Pipe	25-05-2023	300	Nos	10672
2	MS material	MS Round Pipe	27-05-2023	110	Nos	10674
		Total Quantity		410		

Meenakshi



Item	Size	Quantity
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Item Size	Quantity	Units	Gate Pass No.	Vehicle No.	Delivered by	Received by	Security Signature	Engineer's Signature
22		NOS	3444	TE-10-04019	Sharma	Nowadga	Sharma	
12		NOS	3445	By Bike	Sharma	By Bike	Sharma	
10		NOS	3446	By Road	Sharma	Madan	Sharma	
06		NOS	3447	TE-10-06324	Sharma	Sharma	Sharma	
01		NOS	3448	By	Sharma	Sharma	Sharma	
04		NOS	3449	TE-10-08569	Sharma	Sharma	Sharma	
02		NOS	3450	TE-10-08569	Sharma	Sharma	Sharma	
03		NOS	3451	TE-10-08569	Sharma	Sharma	Sharma	
04		NOS	3452	TE-10-08569	Sharma	Sharma	Sharma	
05		NOS	3453	TE-10-08569	Sharma	Sharma	Sharma	
06		NOS	3454	TE-10-08569	Sharma	Sharma	Sharma	
07		NOS	3455	TE-10-08569	Sharma	Sharma	Sharma	
08		NOS	3456	TE-10-08569	Sharma	Sharma	Sharma	
09		NOS	3457	TE-10-08569	Sharma	Sharma	Sharma	
10		NOS	3458	TE-10-08569	Sharma	Sharma	Sharma	
11		NOS	3459	TE-10-08569	Sharma	Sharma	Sharma	
12		NOS	3460	TE-10-08569	Sharma	Sharma	Sharma	
13		NOS	3461	TE-10-08569	Sharma	Sharma	Sharma	
14		NOS	3462	TE-10-08569	Sharma	Sharma	Sharma	
15		NOS	3463	TE-10-08569	Sharma	Sharma	Sharma	
16		NOS	3464	TE-10-08569	Sharma	Sharma	Sharma	
17		NOS	3465	TE-10-08569	Sharma	Sharma	Sharma	
18		NOS	3466	TE-10-08569	Sharma	Sharma	Sharma	
19		NOS	3467	TE-10-08569	Sharma	Sharma	Sharma	
20		NOS	3468	TE-10-08569	Sharma	Sharma	Sharma	
21		NOS	3469	TE-10-08569	Sharma	Sharma	Sharma	
22		NOS	3470	TE-10-08569	Sharma	Sharma	Sharma	
23		NOS	3471	TE-10-08569	Sharma	Sharma	Sharma	
24		NOS	3472	TE-10-08569	Sharma	Sharma	Sharma	
25		NOS	3473	TE-10-08569	Sharma	Sharma	Sharma	
26		NOS	3474	TE-10-08569	Sharma	Sharma	Sharma	
27		NOS	3475	TE-10-08569	Sharma	Sharma	Sharma	
28		NOS	3476	TE-10-08569	Sharma	Sharma	Sharma	
29		NOS	3477	TE-10-08569	Sharma	Sharma	Sharma	
30		NOS	3478	TE-10-08569	Sharma	Sharma	Sharma	
31		NOS	3479	TE-10-08569	Sharma	Sharma	Sharma	
32		NOS	3480	TE-10-08569	Sharma	Sharma	Sharma	
33		NOS	3481	TE-10-08569	Sharma	Sharma	Sharma	
34		NOS	3482	TE-10-08569	Sharma	Sharma	Sharma	
35		NOS	3483	TE-10-08569	Sharma	Sharma	Sharma	
36		NOS	3484	TE-10-08569	Sharma	Sharma	Sharma	
37		NOS	3485	TE-10-08569	Sharma	Sharma	Sharma	
38		NOS	3486	TE-10-08569	Sharma	Sharma	Sharma	
39		NOS	3487	TE-10-08569	Sharma	Sharma	Sharma	
40		NOS	3488	TE-10-08569	Sharma	Sharma	Sharma	
41		NOS	3489	TE-10-08569	Sharma	Sharma	Sharma	
42		NOS	3490	TE-10-08569	Sharma	Sharma	Sharma	
43		NOS	3491	TE-10-08569	Sharma	Sharma	Sharma	
44		NOS	3492	TE-10-08569	Sharma	Sharma	Sharma	
45		NOS	3493	TE-10-08569	Sharma	Sharma	Sharma	
46		NOS	3494	TE-10-08569	Sharma	Sharma	Sharma	
47		NOS	3495	TE-10-08569	Sharma	Sharma	Sharma	
48		NOS	3496	TE-10-08569	Sharma	Sharma	Sharma	
49		NOS	3497	TE-10-08569	Sharma	Sharma	Sharma	
50		NOS	3498	TE-10-08569	Sharma	Sharma	Sharma	
51		NOS	3499	TE-10-08569	Sharma	Sharma	Sharma	

REGISTER

Item Size	Quantity	Units	Gate Pass No.	Vehicle No.	Delivered by	Received by	Security Signature	Engineer's Signature			
02	100		9205	7	C. A. Reddy						
01											
06											
08											
10											
04	100		9206								
02											
05											
09											
30											
100					C. A. Reddy						
50											
07											
02											
04											
06											
02											
100											
16											
40											
022					C. A. Reddy						
10											
20											
96											
150											
01	100	9207	9207	9394					C. A. Reddy	Major	Engineer
03											
01											
01											
01											
02											

019

[illegible]

TRANSIT INVOICE

M/s. MODI REALTY MALLAPUR LLP # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003. GSTIN/UIN: 36AAEFM1459R1ZP		Invoice No. 1035	Date: 25/05/22			
		DC No. 1035	DC Date: 25/5/22			
		Purchase Order No. 88569	P.O. Date: 25/5/22			
Recipient Name: Summit Soles Lp		Mobile No:				
Recipient Address: Chertagpally						
GST:		PAN:	Email:			
Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	MS Round pipe 2mm x 1 1/2 in	73069090	12.63	4880	70.2	342576
2	40 x 2mm - 12.2kg per length					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Transportation Charges						
Hamali charges						
CGST						20,831.8
SGST						30,831.8
Total						404,289.6

Amount (in words)

For M/s. Modi Realty Mallapur LLP

"TRUE COPY"

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Authorised Signatory