PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/04/2023	Prepared by	V. RAVI	Serial no.	16396
Supplier name	SUMMIT SALES LLP			HO inward no.	
Firm/Company	MRMLLP	Project	GMR.	HO received date	
PO/WO date	21/2/23	PO/WO No.	97360	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	29060	02/3/23	14,760-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14,760-00

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	117859	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:	14,760-00
Amount E – PO / WO value:	14,760-00
Amount F – Difference (A – E):	–
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	25/04/23.
Remarks:	find bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		(signature)			
Date		24/4/23.			
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.

MODI PROPERTIES PVT. LTD.
INWARD
No. 1031
Date 24/4/23
Sign.

Form for closure of purchase order

PO no.: 97360	PO date: 21-2-2023	Req. no.: 209001	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: 117859,

- □ 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: Total 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: Sk. Goushu	Sign:	Date: 10/04/23

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:

Prepared by: Rajyalakshmi	Sign:	Date: 20/4/23

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.	DB-29060	02.03.23	14,760-00	117859
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 20/4/23.

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
20 APR 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 10-04-2023 12:30:36 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	97360	209001
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	21-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-02-2023	
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	288500 - PLUM-Plumbing - PVC SWR-Single Socket Pipe - 100x3000mm - Nos	20.00	489.10	0.00	18.00	11,542.76
2	862800 - PLUM-Plumbing - PVC-SWR-Bend- - 100mmx45° - Nos	4.00	83.90	0.00	18.00	396.01
3	602300 - PLUM-Plumbing - PVC-SWR-Lubricant Paste- - 500gms - Nos	2.00	115.00	0.00	18.00	271.40
4	498300 - PLUM-Plumbing - PVC-SWR-Plain Tee- - 100mm - Nos	2.00	133.50	0.00	18.00	315.06
5	232600 - PLUM-Plumbing - PVC-SWR-Coupling- - 100mm - Nos	10.00	56.00	0.00	18.00	660.80
6	401100 - PLUM-Plumbing - PVC-SWR-Clamp- - 100mm - Nos	20.00	26.00	0.00	18.00	613.60
7	602900 - PLUM-Plumbing - PVC-SWR-Reducer - - 100mm - Nos	2.00	68.00	0.00	18.00	160.48
8	101000 - PLUM-Plumbing - PVC-SWR-Plain Bend- - 100mm - Nos	4.00	89.00	0.00	18.00	420.08
9	698700 - PLUM-Plumbing - PVC-SWR-Solvent Solution- - 500ml - Nos	2.00	161.00	0.00	18.00	379.96
					Total Order Value . . .	**14,760.15**

Rupees : Fourteen Thousand Seven Hundred Sixty 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 Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : / /

Purchase Order

 10-04-2023 12:30:36 Original / Office Copy / Purchase Div.Copy

Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for club house rain water plumbing work 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 dellvery/DC can be sent by email.

Accepted the above Terms And Conditions

For ***Modi Reality Mallapur LLP***

For ***Summit Sales LLP***

Authorised Signatory

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 Modi Realty Mallapur LLP

Site: Sy 19, Mallapur Hyd

DC No. :	5471
Date :	25/2/23
Vehicle No. :	TS10UB3122
P.O. / W.O. No. :	97360
P.O. / W.O. Date :	21/2/23

Sl. No.	PARTICULARS	Quantity
1	PVC S/S Pipe 100 X 3000	20 Nos
2	PVC Bend 100 X 45°	4 "
3	PVC Lubricant Paste 500 gm	2 "
4	PVC Plain Tee 100mm	2 Nos
5	PVC Coupling 100mm	10 Nos
6	PVC Clamp 100 mm	20 Nos
7	PVC Reducer 100 mm	2 Nos
8	PVC Plain Bend 100mm	4 Nos
9	PVC Solution 500 ml	2 Nos
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 11485 Dt. 25/2/23
MRN No 117859 Dt. 26/02/23
Received By.... Sign....

GSTIN : 36AAEFM1499R1ZP

Received the above materials in good condition.

Received by :

Stamp:

Date : 25/2

For SUMMIT SALES LLP

Authorised Signatory

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		Invoice No.	DB - 29060
Modi Reality Mallapur LLP		Invoice Date.	02-03-2023
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076		PO No.	97360
		PO Date.	21-02-2023
		Req ID	84496
		Req Date	20-02-2023
GSTIN : 36AAEFM1459R1ZP	PAN AAEFM1459R	Loc Req No	209001

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	288500 - PLUM-Plumbing - PVC SWR-Single	39174000	20	489.10	9,782.00	18	1,760.76
2	862800 - PLUM-Plumbing - PVC-SWR-Bend- -	39174000	4	83.90	335.60	18	60.40
3	602300 - PLUM-Plumbing - PVC-SWR-Lubricant	27101990	2	115.00	230.00	18	41.40
4	498300 - PLUM-Plumbing - PVC-SWR-Plain Tee- -	39174000	2	133.50	267.00	18	48.06
5	232600 - PLUM-Plumbing - PVC-SWR-Coupling- -	39174000	10	56.00	560.00	18	100.80
6	401100 - PLUM-Plumbing - PVC-SWR-Clamp- -	39174000	20	26.00	520.00	18	93.60
7	602900 - PLUM-Plumbing - PVC-SWR-Reducer - -	39174000	2	68.00	136.00	18	24.48
8	101000 - PLUM-Plumbing - PVC-SWR-Plain Bend-	39174000	4	89.00	356.00	18	64.08
9	698700 - PLUM-Plumbing - PVC-SWR-Solvent	38140010	2	161.00	322.00	18	57.96
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	12,508.60		2,251.54
	1,125.77	1,125.77	Total Invoice Amount	14,760.15		

Rupees : Fourteen Thousand Seven Hundred Sixty and Paise Fifteen Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 21-02-2023 3:22:00 PM

97360
08.02.23 3:48:30

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	97360	209001
	Doc Date	21-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-02-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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5	232600 - PLUM-Plumbing - PVC-SWR-Coupling- - 100mm - Nos	10.00	56.00	0.00	18.00	660.80
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Delivery Date	Next Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ______________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____