PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/04/23	Prepared by	V. RAVI	Serial no.	16397
Supplier name	SUMMIT SALES LLP			HO inward no.	
Firm/Company	MRMLLP	Project	GMR.	HO received date	
PO/WO date	03/03/23	PO/WO No.	97763	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	29269	28/3/23	9,423-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,423-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118444	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:	9,423-00
Amount E – PO / WO value:	41,589.10
Amount F – Difference (A – E):	32,166-00
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	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		24/04/23			
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. 1032
Date 24/4/23
Sign.

Form for closure of purchase order

PO no.: 97763	PO date: 3-3-2023		Req. no.: 209073	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	118141, 118323, 118444				
□ 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. Goushee	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.	29145	04.03.23	19,601/-	Yes
2.	29223	13.03.23	12,565/-	Yes
3.				

Remarks by Accountants:

Prepared by: Rajralaxmi	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.	29269	28.03.23	9423.48	118444
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

Purchase Order

 10-04-2023 11:51:09 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**	97763	209073
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	03-03-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	02-03-2023	
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	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos	70.00	117.60	0.00	18.00	9,713.76
2	845100 - DOOR-Doors - Main door beading-Salwood- - 1125Lx75Wx25Hmm - Nos	35.00	189.00	0.00	18.00	7,805.70
3	240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos	35.00	50.40	0.00	18.00	2,081.52
4	854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	7.00	2,662.00	0.00	18.00	21,988.12
				Total Order Value . . .		**41,589.10**

Rupees : Fourty One Thousand Five Hundred Eighty Nine and Paise Ten Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Within 30 days of delivery.
Tax	GST included in above price.
Delivery Date	Within 7 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for G-601 to 605 doors work purpose.
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 invoice must be sent to HO or purchase site office.Proof of delivery/DC can be sent by email.

Accepted the above Terms And Conditions

For *Modi Reality Mallapur LLP*

For *Summit Sales LLP*

Authorised Signatory

Date : __/__/____

Name : ______________________

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	24884
Modi Reality Mallapur LLP	DC Date.	04-03-2023
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	97763
	PO Date.	03-03-2023
	Req ID	84829
GSTIN : 36AAEFM1459R1ZP	Req Date	02-03-2023
	Loc Req No	209073

	Description of Goods	HSN/SAC	Qty
1	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos	84778090	70
2	845100 - DOOR-Doors - Main door beading-Salwood- - 1125Lx75Wx25Hmm - Nos	84778090	35
3	240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos	84778090	35
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INWARD
MODI REALTY MALLAPUR LLP
Ward No. 11553 Dt 4/3/23
MRN NO 118141 Dt 06/03/23
Received By... Sign...

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Reality Mallapur LLP	DC No.	24952
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	13-03-2023
	PO No.	97763
	PO Date.	03-03-2023
	Req ID	84829
GSTIN : 36AAEFM1459R1ZP	Req Date	02-03-2023
	Loc Req No	209073

	Description of Goods	HSN/SAC	Qty
1	854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	83014090	4
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INWARD
MODI REALTY MALLAPUR LLP
Ward No 11620 Dt.13/3/23
MRN NO 118323 Dt. 14/03/23
Sign...
Received By...

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Reality Mallapur LLP	DC No.	24981
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	28-03-2023
	PO No.	97763
	PO Date.	03-03-2023
	Req ID	84829
GSTIN : 36AAEFM1459R1ZP	Req Date	02-03-2023
	Loc Req No	209073

	Description of Goods	HSN/SAC	Qty
1	854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	83014090	3
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INWARD
MODI REALTY MALLAPUR LLP
Ward No 11766 Dt. 28/3/23
MRN No 118444 Dt. 29/03/23
Received By....... Sign.......

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 03-03-2023 10:50:21 AM

97763
16.02.23 5:15:19

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**	97763	209073
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	03-03-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	02-03-2023	
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	673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos	70.00	117.60	0.00	18.00	9,713.76
2	845100 - DOOR-Doors - Main door beading-Salwood- - 1125Lx75Wx25Hmm - Nos	35.00	189.00	0.00	18.00	7,805.70
3	240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos	35.00	50.40	0.00	18.00	2,081.52
4	854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	7.00	2,662.00	0.00	18.00	21,988.12
					Total Order Value . . .	**41,589.10**

Rupees : Fourty One Thousand Five Hundred Eighty Nine and Paise Ten Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms Within 30 days of delivery.

Tax GST included in above price.

Delivery Date Within 7 days

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

Advance Paid nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for G-601 to 605 doors work purpose.

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 invoice must be sent to HO or purchase site office.Proof of delivery/DC can be sent by email.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	29145	04/03/23	19,601
2.	29223	13-3-23	12,565/-
3.			
4.			
5.			

For *Modi Reality Mallapur LLP*

Authorised Signatory

Veer /

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	02.03.23			
Site & Phase :	GMR	Time:	17.00.00			
Unit No./Block No.	G -601 to 605 doors purpose					
Supplier:		Req. No.	209073			
Material required before date:	URGENT	ID No.	84829			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR2403-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75Hmm-Nos	70	0	70		
2	DOOR3089-Doors-Main door beading-Salwood--1125Lx75Wx25Hmm-Nos	35		35		
3	DOOR6527-Doors-Internal beading-Salwood--900Lx37.50Wx18.75Hmm-Nos	35		35		
4	HARD6258-Hardware-Mortise Lock----Nos 97763.	7		7		
5						
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7						
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9						
10						
Remarks:	G -601 to 605 doors purpose					
		Project Manager		Purchase		MD
	Engineer	ram prasad				
Prepared By:	Nagendar					
Approved By:						
Sign & Date:	02.03.23					

APPROVED BY
02 MAR 2023
M. RAM PRASAD (G.M.R.)
Project Manager

APPROVED
03 MAR 2023
P. VENKATESHWARLU
MANAGER PURCHASE

TAX INVOICE

Summit Sales LLP

#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		
Modi Reality Mallapur LLP	Invoice No.	29269
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	28-03-2023
	PO No.	97763
	PO Date.	03-03-2023
	Req ID	84829
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	02-03-2023
	Loc Req No	209073

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	854100 - HARD-Hardware - Mortise Lock--Dorset - -	83014090	3	2662.00	7,986.00	18	1,437.48
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IGST	CGST	SGST				
			Total Taxable Amount	7,986.00		1,437.48
	718.74	718.74	Total Invoice Amount	9,423.48		

Rupees : Nine Thousand Four Hundred Twenty Three and Paise Fourty Eight Only.

for Summit Sales LLP

SUMMIT SALES LLP SEC'BAD

Authorised signatory

Subject to Hyderabad Jurisdiction