PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/4/23	Prepared by	V. RAVI	Serial no.	16402
Supplier name	SSLLP			HO inward no.	
Firm/Company	NHPL	Project	HO	HO received date	
PO/WO date	10.02.23	PO/WO No.	97062	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28799	14/2/23	24,690.32	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,690.32
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:	24,690.32
Amount E – PO / WO value:	24,690.32
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	26/4/23.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		25/4/23			
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. * SEC'BAD * INWARD No. 1061 Date 25/4/23 Sign.

Form for closure of purchase order

PO no.:	97062	PO date:	10/02/23	Req. no.:	203245	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:

□ 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: Suneel (Sys-Administrator) has confirmed Laptop received by Haseera (A/C)

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: V. RAVI | Sign: for | Date: 20/04/23

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.				
4.				

Remarks by Accountants: Bill Not Received

Prepared by: P. Ramesh | Sign: | Date: 20/04/23

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.				
2.				
3.				

Remarks: Invoice to be get from SSLLP.

Prepared by: Ravi | Sign: | Date: 21/4/23.

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
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

10-02-2023 5:29:05 PM

Purchase Order

Origir

97062

08.02.23 3:15:06

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Summit Sales LLP	**Doc No**	97062	203245
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	10-02-2023	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-02-2023	
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	112000 - COMP-Peripherals - Laptop computer-- - - - Nos	1.00	20,924.00	0.00	18.00	24,690.32
				Total Order Value . . .		**24,690.32**

Rupees : Twenty Four Thousand Six Hundred Ninty and Paise Thirty Two Only.

Terms and Conditions :-

Specification /	Acer Aspire laptop intel Pentium quard core(4GB/256GB NVMe SSD/Windows 11 Home)EX215-31 with 35.56 cm (14inch)
Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
Delivery Date	With in a day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Hasira Accountant 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Name : V oen 10/02

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ________

Date : __/__/____

Requisition Form						
Company Name:	MHPL SOV	Date:	2022-02-08			
Site & Phase :	HO	Time:				
Unit No./Block No.	Pono:-					
Supplier:	97062	Req. No.	203245			
Material required before date:		ID No.	84183			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP2442-Peripherals-Laptop computer----Nos	1	0	1		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for Hasira Accountant					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Suneel					
Approved By:						
Sign & Date:						

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 Housing Pvt Ltd.	Invoice No.	28799
5-4-187/3 & 4, MG Road, Secunderabad, 500003	Invoice Date.	14-02-2023
	PO No.	97062
	PO Date.	10-02-2023
	Req ID	84183
GSTIN : 36AADCM5906D2Z0 PAN AADCM5906D	Req Date	08-02-2023
	Loc Req No	203245

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	112000 - COMP-Peripherals - Laptop computer-- - - -	84713010	1	20924.00	20,924.00	18	3,766.32
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	20,924.00		3,766.32
	1,883.16	1,883.16	Total Invoice Amount	24,690.32		

Rupees : Twenty Four Thousand Six Hundred Ninty and Paise Thirty Two Only.

for Summit Sales LLP

SUMMIT SALES LLP SEC'BAD

Authorised signatory

Subject to Hyderabad Jurisdiction

"TRUE COPY"