PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/4/23	Prepared by	V.RAVI	Serial no.	**16420**
Supplier name	SSLLP - GVDC			HO inward no.	
Firm/Company	NRM LLP	Project	G.M.R	HO received date	
PO/WO date	14.11.22	PO/WO No.	93975.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27589	14/12/22	8968-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8968-00
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114029	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:	8968-00
Amount E – PO / WO value:	8968-00
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	27/4/23
Remarks: find bill & close this Po.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		26/4/23			
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. 1157
Date 26/4/23
Sign.

Form for closure of purchase order

PO no.:	93975	PO date:	14/11/22	Req. no.:		Advice Scan ID	137911
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	114029	
☐ 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:	Material Sent to Site	

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: M. Safur	Sign: M. Safur	Date: 16/3/23

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: 16/3/23

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-27589	14.12.22	8968.00	114029
2.				
3.				

Remarks: Need MD's Approval for enclosed bill.

Prepared by: Ravi	Sign:	Date: 05/04/23.

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
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

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-GVDC	**Doc No**	93975	208261
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.	**Doc Date**	14-11-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	12-11-2022	
040-66335551 040-66335551	**SupplyType**	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	188700 - STEL-Steel - Binding Wire-- - 20guage - Kgs	100.00	76.00	0.00	18.00	8,968.00
			Total Order Value . . .			**8,968.00**

Rupees : Eight Thousand Nine Hundred Sixty Eight 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	Same 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
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for Driveway slab use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Collect from SSLLP-GVDC Stores.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP-GVDC***

Name : ____________________ Name : ____________________ Date : __/__/____

TAX INVOICE

Summit Sales LLP

OFFICE COPY

#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	Invoice No.	27589
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	14-12-2022
	PO No.	93975
	PO Date.	14-11-2022
	Req ID	81518
	Req Date	12-11-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	208261

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	188700 - STEL-Steel - Binding Wire-- - 20guage -	72171020	100	76.00	7,600.00	18	1,368.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	7,600.00		1,368.00
	684.00	684.00	Total Invoice Amount	8,968.00		

Rupees : Eight Thousand Nine Hundred Sixty Eight Only.

for Summit Sales LLP

SUMMIT SALES LLP-GVDC

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

ORIGINAL 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.	DB - 27589
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	14-12-2022
	PO No.	93975
	PO Date.	14-11-2022
	Req ID	81518
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	12-11-2022
	Loc Req No	208261

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	188700 - STEL-Steel - Binding Wire-- - 20guage -	72171020	100	76.00	7,600.00	18	1,368.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	7,600.00		1,368.00
	684.00	684.00	Total Invoice Amount	8,968.00		

Rupees : Eight Thousand Nine Hundred Sixty Eight Only.

for Summit Sales LLP

"TRUE COPY"

For SUMMIT SALES LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003
Tel : 040 - 6633 5551

M/s Modireality Mallapur LLP

Site:

DC No. 4233
Date : 17-11-2022
Vehicle No. TS10UA0143
P.O. / W.O. No. : 93975
P.O. / W.O. Date : 14-11-2022

Sl. No.	PARTICULARS	Quantity
1	188700 Steel Binding Wire 20 gauge [25 kg]	04 Bundles
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13.		
14		
15		
16		
17		
18		
19		
20		
		04 Bundles

INWARD
MODI REALTY MALLAPUR LLP
Ward No 10229 DL 17/11/22
MRN No 11029 DL 19/11/22
Received By Sign 17/11/22

GSTIN :

Received the above materials in good condition.

Received by : M. madhu

Date : 17-11-2022

Stamp: M. madhu

For **SUMMIT SALES LLP**

Authorised Signatory