PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/5/23	Prepared by	V. RAV,	Serial no.	17512
Supplier name	SSLp.			HO inward no.	
Firm/Company	MPPL	Project	H.O	HO received date	
PO/WO date	27/2/23	PO/WO No.	97609	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29085	02.03.23	271.40	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	271.40
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:	271.40
Amount E – PO / WO value:	271.40
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	05/5/23
Remarks:	find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAV,			
Sign:					
Date		04/5/23			
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. 1535 Date 4/5/23 Sign SECUNDERABAD

Form for closure of purchase order

PO no.:	97609	PO date:	27/02/23	Req. no.:	19963	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: Material received at 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: Meenakshi. N	Sign:	Date: 13/04/2023.

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.				
4.				

Remarks by Accountants:

Prepared by: Sangeetha	Sign: Sangeetha	Date: 11/4/23

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.				
2.				
3.				

Remarks: Need invoice copy from RSLLP.

Prepared by: Ravi	Sign:	Date: 13/4/23.

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10/04/2023 14:52:21 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad **GSTIN** 36ACQFS2044C1Z7 040-66335551 9618244433	**Doc No**	97609	199163
	Doc Date	27-02-2023	
	Quote No	nil	
	Quote Date	25-02-2023	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	732000 - TOOL-Tools - Mesurment Tapes-Steel-Freemans - 5m - Nos	2.00	115.00	0.00	18.00	271.40
					Total Order Value . . .	**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : _____ Name : _____ Date : __/__/____

Purchase Order

10/04/2023 14:52:21

Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For site office use purpose.Above material required for HO engineer purpose
Completion Date	NA
Measurment	NA
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 Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : _____

Name : _____

Date : __/__/____

Purchase Order

27-02-2023 16:43:11

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

97609
16.02.23 5:15:18

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	97609	199163
Doc Date	27-02-2023	
Quote No	nil	
Quote Date	25-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	732000 - TOOL-Tools - Mesurment Tapes-Steel-Freemans - 5m - Nos	2.00	115.00	0.00	18.00	271.40
				Total Order Value . . .		**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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.For site office use purpose.Above material required for HO engineer purpose
Completion Date	NA
Measurment	NA
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 Properties Pvt.Ltd.***

Authorised Signatory

Name : 28/02/2023

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : _____

Date : __/__/____

Requisition Form						
Company Name:	MPPL	Date:	25-02-2023			
Site & Phase :	MPL/H.O	Time:	15:50			
Unit No./Block No.						
Supplier:		Req. No.	199163			
Material required before date:	urgent	ID No.	84676			
S No	Item Po :- 97609	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TOOL3390-Tools-Mesurment Tapes-Steel-Freemans- 5m-Nos	2		2		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	HO ENGINEER PURPOSE (MAINTENANCE)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Meenakshi.n					
Approved By:						
Sign & Date:						

APPROVED
27 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE

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 - 29085
Modi Properties Pvt. Ltd.		Invoice Date.	02-03-2023
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD		PO No.	97609
		PO Date.	27-02-2023
		Req ID	84676
GSTIN : 36AABCM4761E1ZM	PAN AABCM4761E	Req Date	25-02-2023
		Loc Req No	199163

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	732000 - TOOL-Tools - Mesurment	70178010	2	115.00	230.00	18	41.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	230.00		41.40
	20.70	20.70	Total Invoice Amount	271.40		

Rupees : Two Hundred Seventy One and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP SEC'BAD

Subject to Hyderabad Jurisdiction