

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		04/5/23		Prepared by		V. RAVI		Serial no.		17517	
Supplier name		MRMLP (M. L. P.)						HO inward no.			
Firm/Company		S. S. L. P.		Project		SHLP		HO received date			
PO/WO date		15.12.22		PO/WO No.		95062		Scan ID.			
Sl no.	Bill no.			Bill date			Bill amount			Original attached	
1.	1033			24.12.22			9434.10			☒ Yes ☐ No	
2.										☐ Yes ☐ No	
3.										☐ Yes ☐ No	
4.										☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):									9434.10		
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:									9434.10		
Amount E – PO / WO value:									9434.10		
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				06/05/23							
Remarks: find bill & close this Po.											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:				V. RAVI							
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 weightment 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.



Form for closure of purchase order

GMR

PO no.:	95067	PO date:	15/12/22	Req. no.:	170573	Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice original available	☒ Y/ ☐ N	Copy available	☒ Y/ ☐ N	POD available	☒ Y/ ☐ N
Data required from site/engineers:							
MRN nos. related to PO	118337						
☐ 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: Full 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:	MINISH	Sign:		Date:	16/03/2023.		
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.							
Remarks by Accountants:							
Prepared by:		Sign:		Date:			
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D Check before filling the above.							
Prepared by:	Rajyalakshmi	Sign:		Date:	4/4/23		
Remarks by Ravi + details of bills to be approved:							
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.			
1.							
2.							
3.							
Remarks: Bill to be get from MRNLP.							
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 SSLP 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 -R APR 2023 SOHAM MODI MANAGING DIRECTOR		

Purchase Order

Page(s) 1 Of 1

15-12-2022 4:35:05 PM



Copy

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

95067
13.12.22 3:48:41

Supplier Details			
Modi Realty Mallapur LLP 5-4-187/3&4, II nd floor, Soham Mansion, M.G.Road, Secunderabad-03 GSTIN 36AAEFM1459R1ZP 040-66335551	Doc No	95067	170573
	Doc Date	15-12-2022	
	Quote No	Nil	
	Quote Date	15-12-2022	
	SupplyType	Supply	

Kind Attn : Ram Prasad

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 614100 - STEL-Steel - MS Flat Patti-- - 50X6MM - Nos Kgs	205.00	39.00	0.00	18.00	9,434.10
Total Order Value . . .					9,434.10
Rupees : Nine Thousand Four Hundred Thirty Four and Paise Ten Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications. From GMR to SSLLP Gate Pass no.9762
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Modi Realty Mallapur LLP**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		14.12.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		170573	
Material required before date:				ID No.		82502	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	M S Patti - 205 kg	2"x18'	16	Length			
2.	6141 - steel - steel						
Remarks: For received material from GMR gate pass no:9762 purpose .							
Prepared By		M.Ashajyothi		Approved by			
Sign.& Date		14.12.2022		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.





SRI SAI WEIGH BRIDGE

Opp. BST Steels, Plot No. 1263, Cherlapally Main Road, B.N. Reddy Nagar, Hyderabad.

COMPUTERISED 60 TONNES WEIGH BRIDGE

24 HOURS SERVICE



SERIAL No. :

3231

VEHICLE No.:

TS02UD 3950

GROSS :

3620

Kg.

DATE :

14/12/2022

TIME :

12:58

TARE :

3415

Kg.

DATE :

14/12/2022

TIME :

12:49

NETT :

205

Kg.

WEIGHMENT CHARGES Rs.:

100

Operator's Signature

*** Our responsibility ceases once the Vehicle leaves the platform.**

OUTWARD - GATE PASS

No.

9762

Date:	14/12/2020	Time:	12:30
Company:	Mod' Reality mairapur up		
Project/site:	Gumohar Residency (Mairapur)		
Destination:	PSLP (Chetapuri)		
Outward No.	Vehicle type	Vehicle No	Vehicle driver
240	Tractor	AP-0200-3949	Damodar / Janki
	Material Description	Quantity	Units
1	MS DASH 2" X 18"	16	1 each
2.			
3			
4			
5			
6.			
7			
8.			
9.			
10			
	Total	16	1 each
Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)	
☐ No charge	☐ Return to supplier for exchange	☐ Material received by inward no. _____ & date _____	
☐ For refund from supplier	☐ Return to supplier for refund	Details of credit note from supplier date _____ & Amount Rs. _____/-	
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward no. _____ & date _____	
☐ Transfer to other site/project	Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
☐ Transfer to another phase of firm/company/project	☐ No charges to be collected	NA	
☐ No charge	☐ for repairs & service	☐ Material received by inward no. _____ & date _____	
☐ Other	Details:	Details:	
Remarks:	TH'S material send to PSLP site.		
Gate pass approved by	Project manager	Admin in-charge	Security
Sign:		A. Janki	
Received by other site on:	Inward No.	Admin sign:	Security sign.
15/12/20	19133		
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7 Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

TRANSIT INVOICE

**M/s. MODI REALTY
MALLAPUR LLP**

5-4-187/3 & 4, II Floor,
Soham Mansion, M.G. Road,
Secunderabad - 500 003.

GSTIN/UN: 36AAEFM1459R1ZP

Invoice No. **1033**

Date: **24/12/2022**

DC No. **1034**

DC Date: **24/12/2022**

Purchase Order No.

95067

P.O. Date:

15/12/2022

Recipient Name: **Summit Sales 14p**

Mobile No:

Recipient Address: **(Cherlapally)**

GST:

PAN:

Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	MS Flat plate	614100	18%	205	39	9434.10
2	(50 x 6mm)					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Transportation Charges

Hamali charges

CGST **9%**

SGST **9%**

Total **9434.10**

Amount (in words) **Nine thousand three hundred four Rupees Ten paise.**

For M/s. Modi Realty Mallapur LLP



Authorised Signatory

E. & O.E

Subject to Hyderabad Jurisdiction.