PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05.05.23	Prepared by	V. RAVI	Serial no.	17521
Supplier name	Bhavani Traders.			HO inward no.	
Firm/Company	S.S.L.Lp	Project	SHLLp	HO received date	
PO/WO date	07.02.23	PO/WO No.	96930.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	640	20.02.23	348,867-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	348,867-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117271	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:	348,867-00
Amount E – PO / WO value:	368,699.85
Amount F – Difference (A – E):	19,832.85
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	100% Advance.
Remarks:	The differance amount Credit not to be received and find bill & close this P.O.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		05/5/23			
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. * SEC'BAD *
INWARD
No. 1628
Date 5/5/23
Sign.

Form for closure of purchase order

PO no.:	96930	PO date:	07/02/23	Req. no.:	170812	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	~~117221~~, 117271

□ 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, plz close PO.

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. Sanjeev	Sign:	M S [signature]	Date:	26/4/23

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: 368,700/-	Date of payment: 08/02/23	

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:	Saranya. D	Sign:	[signature]	Date:	4/5/23

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.	640	20.02.23	348,867-00	117271
2.				
3.				

Remarks: Invoice to be got from Vendor. (100% Advance paid)

Prepared by: Ravi	Sign: [signature]	Date:	04/5/23.

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: [signature]	Date:

APPROVED BY
- 5 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

 07-02-2023 18:26:29

Purchase Order

96930
28.01.23 12:54:55

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

Supplier Details			
Bhavani Traders 5-2-202 to 205/9, Ground floor, Balaji Market, Distillery Road, Near Alankar Talkies, Secunderabad-500003, Telangana	**Doc No**	96930	170812
	Doc Date	07-02-2023	
	Quote No	BT/22-23/EST-0218	
GSTIN 36AKQPK6034L1ZO	**Quote Date**	06-02-2023	
9393611175 7989021760	**SupplyType**	Supply	

Kind Attn : K S Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	174700 - STEL-Steel - MS Box pipe-- - 50X50X3.6Tmm - Kgs *Weight/6m length = 33kgs. Quantity = 21nos.*	693.00	67.50	0.00	18.00	55,197.45
2	408500 - STEL-Steel - MS Box pipe-- - 50X50X2.6Tmm - Kgs *Weight/6m length = 27kgs. Quantity = 8nos.*	216.00	67.50	0.00	18.00	17,204.40
3	636800 - STEL-Steel - MS Box Pipe-- - 120X60X3.6Tmm - Kgs *Weight/6m length = 62kgs. Quantity = 60nos.*	3,720.00	67.50	0.00	18.00	296,298.00
					Total Order Value . . .	**368,699.85**

Rupees : Three Lakh(s) Sixty Eight Thousand Six Hundred Ninty Nine and Paise Eighty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation no : BT/22-23/EST-0218, dtd: 06-02-2023. The above material is of 'Apolo/Jindal' make.
Payment Terms	100% as advance payment.
Tax	Inclusive of all taxes.
Delivery Date	Same day from the date of payment.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs: 3,68,700 by Cheque/RTGS. Cheque no:________,dated
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	0640	08/02/23	3,48,867/-
2.			
3.			
4.			
5.			

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Bhavani Traders*

Name : ________ Name : ________ Date : __/__/

Requisition Form						
Company Name:	SSLLP	Date:	07-02-2023			
Site & Phase :	SSLLP- GVDC	Time:	17:39			
Unit No./Block No.						
Supplier:		Req. No.	170812			
Material required before date:		ID No.	84109			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL1747-Steel-MS Box pipe---50X50X3.6Tmm-Kgs	75	54	21		
2	STEL4085-Steel-MS Box pipe---50X50X2.6Tmm-Kgs	50	42	8		
3	STEL6368-Steel-MS Box Pipe---120X60X3.6Tmm-Kgs	60	0	60		
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards GVRC 4545 ACP Cladding work purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Md. Anwar	Praveen				
Approved By:						
Sign & Date:						

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

PO no: 96930

Requisition Form						
Company Name:	SSLLP	Date:	07-02-2023			
Site & Phase :	SSLLP- GVDC	Time:	17:39			
Unit No./Block No.						
Supplier:		Req. No.	170812			
Material required before date:		ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL1747-Steel-MS Box pipe---50X50X3.6Tmm-Kgs	75	54	21	1924	9/2/23
2	STEL4085-Steel-MS Box pipe---50X50X2.6Tmm-Kgs	50	42	8	"	"
3	STEL6368-Steel-MS Box Pipe---120X60X3.6Tmm-Kgs	60	0	60	"	"
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards GVRC 4545 ACP Cladding work purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Md. Anwar	Praveen				
Approved By:						
Sign & Date:						

Request for payment

Division	Purchase / Procurement		
Pay to	Bhavani Traders	VRN/CRN	
Towards	Supply of MS Box pipes		
Amount	Rs : 3,68,699.85/-		
Payment/ cheque date	☐ coming Monday ☑ Other date: 08-02-2023		
In case of other date, given reason			
Payment from company	Summit Sales LLP		
Project	SSLLP GVDC		
Type of payment	☐ Advance ☐ Part Payment ☐ Balance Payment ☑ Full Payment ☐ PDC ☐ Transfer to Cash card/petro card ☐ Other:		
Payment mode	☐ Cheque ☐ Payorder ☑ RTGS/NEFT ☐ Cash ☐ Online payment ☐ Payment by Cash card ☐ Transfer to Cash card ☐ Transfer to petro card ☐ Other:		
PO/WO no.	96930	Requisition no.	170812
Remarks/ Desc.	Material required - Urgently.		

Requested by:	Approved by:	Sign	Date
Md. Anwar			

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Cash card or petro card. 4. Request for payment must be made by Thursday for payment to be made on the coming Monday. 5. In case of urgent payment or other dates write justification. 6. VRN/CRN nos to be mentioned in case of payments made to vendors/contractors.

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

06/02/23

Purchase Order

Af 1 07-02-2023 18:26:29

Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Bhavani Traders 5-2-202 to 205/9, Ground floor, Balaji Market, Distillery Road, Near Alankar Talkies, Secunderabad-500003, Telangana **GSTIN** 36AKQPK6034L1ZO 9393611175 7989021760	**Doc No**	96930	170812
	Doc Date	07-02-2023	
	Quote No	BT/22-23/EST-0218	
	Quote Date	06-02-2023	
	SupplyType	Supply	

Kind Attn : K S Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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2	408500 - STEL-Steel - MS Box pipe-- - 50X50X2.6Tmm - Kgs *Weight/6m length = 27kgs. Quantity = 8nos.*	216.00	67.50	0.00	18.00	17,204.40
3	636800 - STEL-Steel - MS Box Pipe-- - 120X60X3.6Tmm - Kgs *Weight/6m length = 62kgs. Quantity = 60nos.*	3,720.00	67.50	0.00	18.00	296,298.00
	Total Order Value . . .					**368,699.85**

Rupees : Three Lakh(s) Sixty Eight Thousand Six Hundred Ninty Nine and Paise Eighty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation no : BT/22-23/EST-0218, dtd: 06-02-2023. The above material is of 'Apolo/Jindal' make.
Payment Terms	100% as advance payment.
Tax	Inclusive of all taxes.
Delivery Date	Same day from the date of payment.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs: 3,68,700 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
07 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Bhavani Traders*

Name : ____________________

Name : ____________________

Date : / /

(ORIGINAL FOR RECIPIENT)

BHAVANI TRADERS

5-2-202 TO 205/9, Ground Floor, Balaji Market,
Distillery Road, Near Alankar Talkies, Secunderabad
HYDERABAD Telangana 500003
#: 9393611175, 7989021760
GSTIN 36AKQPK6034L1ZO

ORIGINAL
TAX INVOICE

Invoice#	: BT/22-23/0640	Place Of Supply	: Telangana (36)
Invoice Date	: 08/02/2023	DC No	: 0640
Terms	: Due on Receipt	Vehicle No:	: AP28TA7314
Due Date	: 08/02/2023		
E-Way Bill#	: 191596348723		

PG-96980

Bill To	Ship To
SUMMIT SALES LLP 5-4-187, 3 FN, 11ND FLOOR MGROAD SECUNDERABAD 500003 Telangana GSTIN 36ACQFS2044C1Z7	SUMMIT HOUSING LLP KINGSTON PG COLAGE CHERLAPALLY HYDERABAD 500051 TELANGANA

#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	MS PIPE 50 X 50 X 3.6 sq - 21 nos 50 x 50x 2.6 sq - 8 nos 122 x 61 x3.6 rect - 60 nos	730630	4,380.00 KGS	67.50	9%	26,608.50	9%	26,608.50	2,95,650.00

Total In Words
Rupees Three Lakh Forty-Eight Thousand Eight Hundred Sixty-Seven Only

Sub Total	2,95,650.00
Taxable Amount	2,95,650.00
CGST9 (9%)	26,608.50
SGST9 (9%)	26,608.50
Total	**3,48,867.00**

E. & O.E
Thanks for your business.

For Bhavani Traders

BHAVANI TRADERS SEC'BAD

Authorized Signature

A/c Name : Bhavani Traders
A/c No : 555701010050426
IFSC : UBIN0802018
UNION BANK OF INDIA

Terms & Conditions
1. Transportation Extra. Delivery is made against payment
2. Delivery under this sale cannot be enforced
3. Subject to Secunderabad Jurisdiction
4. Our risk & responsibility ceases after delivery of goods from godown

INWARD
Inward No: 1926 Dt: 9/2/23
MRN: 117271 9/2/23
Received: Rajan
S S LLP-GVDC

This is a Computer Generated Invoice

(ORIGINAL FOR RECIPIENT)

BHAVANI TRADERS

5-2-202 TO 205/9, Ground Floor, Balaji Market,
Distillery Road, Near Alankar Talkies, Secunderabad
HYDERABAD Telangana 500003
#: 9393611175, 7989021760
GSTIN 36AKQPK6034L1ZO

ORIGINAL
TAX INVOICE

Invoice#	: BT/22-23/0640	Place Of Supply	: Telangana (36)
Invoice Date	: 08/02/2023	DC No	: 0640
Terms	: Due on Receipt	Vehicle No:	: AP28TA7314
Due Date	: 08/02/2023		
E-Way Bill#	: 191596348723		

P6-96980

Bill To	Ship To
SUMMIT SALES LLP 5-4-187, 3 FN, 11ND FLOOR MGROAD SECUNDERABAD 500003 Telangana GSTIN 36ACQFS2044C1Z7	SUMMIT HOUSING LLP KINGSTON PG COLAGE CHERLAPALLY HYDERABAD 500051 TELANGANA

#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	MS PIPE 50 X 50 X 3.6 sq - 21 nos 50 x 50x 2.6 sq - 8 nos 122 x 61 x3.6 rect - 60 nos	730630	4,380.00 KGS	67.50	9%	26,608.50	9%	26,608.50	2,95,650.00

Total In Words
Rupees Three Lakh Forty-Eight Thousand Eight Hundred Sixty-Seven Only

E. & O.E
Thanks for your business.

Sub Total	2,95,650.00
Taxable Amount	2,95,650.00
CGST9 (9%)	26,608.50
SGST9 (9%)	26,608.50
Total	**3,48,867.00**

For Bhavani Traders

BHAVANI TRADERS SEC'BAD

Authorized Signature

A/c Name : Bhavani Traders
A/c No : 555701010050426
IFSC : UBIN0802018
UNION BANK OF INDIA

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1. Transportation Extra. Delivery is made against payment
2. Delivery under this sale cannot be enforced
3. Subject to Secunderabad Jurisdiction
4. Our risk & responsibility ceases after delivery of goods from godown

INWARD
Inward No: 1926 Dt: 9/2/23
MRN: 11727 9/2/23
Received: Rajan
S S LLP-GVDC

This is a Computer Generated Invoice