PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/05/23	Prepared by	V.RAVI	Serial no.	17528
Supplier name	S.S.L.L.P.			HO inward no.	
Firm/Company	AMTZ	Project	H.O	HO received date	
PO/WO date	13.01.23	PO/WO No.	96163.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	83414	13.01.23	2758.84	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2758.84
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:	2758.84
Amount E – PO / WO value:	2758.84
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 P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		05/05/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
MAY 2023
SOHAM MODI
MANAGING DIRECTOR

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.

... PROPERTIES PVT. LTD.
INWARD
No. 1834
Date 5/5/23
Sign.
SEC'BAD

Form for closure of purchase order

PO no.: 96163		PO date:	13/01/23	Req. no.:		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: Matl received & confirmed by Suneel (System Admn) & Govind (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: SUNEEL		Sign: for [signature]				Date: 04/05/23.	
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:		
Prepared by:	Sign: B. Govinda	Date: 05-05-2023
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		
Prepared by: B. Govinda	Sign:	Date:
Remarks by Ravi + details of bills to be approved:		

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	83414	13.01.23	2758.84	
2.				
3.				

Remarks: Need MD's approval for enclosed invoice.		
Prepared by: Ravi	Sign: [signature]	Date: 05/5/23.
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
05 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 21-04-2023 15:28:20 Original / Office Copy / Purchase Div.Copy

From Company : **AMTZ Medpolis Square PVT Ltd**
5-4-187/3&4, IInd floor, soham mansion, M G Road, Ranigunj, Hyderabad - 3
G S T No. : 36AAXCA5159I1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	96163	203217
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	13-01-2023	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-01-2023	
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	582800 - COMP-Peripherals - Hard Disk-512 GB SSD- - - - Nos	1.00	2,180.00	0.00	18.00	2,572.40
2	831100 - COMP-Peripherals - Printer cable-- - - - Nos	1.00	158.00	0.00	18.00	186.44
					Total Order Value . . .	**2,758.84**

Rupees : Two Thousand Seven Hundred Fifty Eight and Paise Eighty Four Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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 quality and specifications.Above order for Govind purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

B. Govinda

For ***AMTZ Medpolis Square PVT Ltd***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______________________ Name : ______________________ Date : __/__/____

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	Invoice No.	DB - 28246
AMTZ Medpolis Square Pvt Ltd	Invoice Date.	13-01-2023
Head Office,5-4-187/ 3 & 4, MG Road, Secunderabad	PO No.	96163
	PO Date.	13-01-2023
	Req ID	83414
GSTIN : 36AAXCA5159I1ZV PAN AAXCA5159I	Req Date	10-01-2023
	Loc Req No	203217

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	582800 - COMP-Peripherals - Hard Disk-512 GB	84717020	1	2180.00	2,180.00	18	392.40
2	831100 - COMP-Peripherals - Printer cable-- - - -	84716060	1	158.00	158.00	18	28.44
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,338.00	420.84
	210.42	210.42	Total Invoice Amount	2,758.84	

Rupees : Two Thousand Seven Hundred Fifty Eight and Paise Eighty Four Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP SEC'BAD

Subject to Hyderabad Jurisdiction

Re: POD required PO no 96163 for AMTZ -reg

From: suneel . (suneel@modiproperties.com)

To: sys_admin@modiproperties.com; ravi@modiproperties.com

Cc: govinda@modiproperties.com

Date: Wednesday, April 26, 2023 at 04:43 PM GMT+5:30

Dear RAvi,

I have already signed the bill and handed over to purchase dept. If your require the inward no kindly contact security at HO

Regards,

Suneel Kumar.K

On Wednesday, April 26, 2023 at 03:50:18 PM GMT+5:30, Ravi <ravi@modiproperties.com> wrote:

Dear Suneel,

Please provide the POD of PO No.96163.

Hard disk & Printer cable is ordered to AMTZ for Govind (Accountant) purpose.

Once you provide POD / confirmation I can do the further process at my end.

Regards,

V.Ravi
Admin Manager -Audit| +91 95022 11011 | ravi@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Secunderabad – 03 |
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We build affordable flats & villas in gated communities