PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/5/23	Prepared by	V.RAVI	Serial no.	17540
Supplier name	S.S.L.L.P			HO inward no.	
Firm/Company	MPPL	Project	NPL	HO received date	
PO/WO date	04/2/23	PO/WO No.	96806	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29288	13/5/23	660.80	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	660.80
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:	660.80
Amount E – PO / WO value:	660.80
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	15/5/23
Remarks:	final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:					
Date		13/5/23			
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.

APPROVED BY
13 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

PROPERTIES PVT. LTD.
INWARD
No. 1940
Date 13/5/23
Sign.

Form for closure of purchase order

PO no.:	96806	PO date:	4/02/2023	Req. no.:	18940	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: Work Order, (Work Sample Purpose)		

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: Divya	Sign: Divya	Date: 10/4/23.

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:	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: Sangeetha	Sign: Sgeetha	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: Invoice to be got from SSLLP.

Prepared by: Ravi	Sign:	Date: 12/04/23.

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
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

15

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	96806	178940
Doc Date	04-02-2023	
Quote No	Nil	
Quote Date	01-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8163 - Steel - other - MS Railing - others - sft *Ms railing size- 5'x3'.3"-16 kgs per length*	1.00	560.00	0.00	18.00	660.80
				Total Order Value . . .		**660.80**

Rupees : Six Hundred Sixty and Paise Eighty 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 Within 3 days

Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

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.above order for swimming pool Ms railing sample use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof delivery is required to process invoice for payment . Do not send original invoice to site. Original invoice must be send 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

 06-02-2023 11:43:19

96806
28.01.23 12:54:54

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	**Doc No**	96806	178940
	Doc Date	04-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-02-2023	
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	8163 - Steel - other - MS Railing - others - sft *Ms railing size- 5'x3'.3"-16 kgs per length*	1.00	560.00	0.00	18.00	660.80
					Total Order Value . . .	**660.80**

Rupees : Six Hundred Sixty and Paise Eighty Only.

Terms and Conditions :-

Material not taken

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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.above order for swimming pool Ms railing sample use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof delivery is required to process invoice for payment . Do not send original invoice to site. Original invoice must be send to HO office or purchase site office. Proof of delivery/Dc can be sent by email.

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

Authorised Signatory

Veeru 24/02/23

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Requisition Form

Company Name:	Mppl	Date:	01-2-2023
Site & Phase :	May flower Platinum	Time:	15:23
Supplier CSHP.	Purshotham	Req. No.	178940
Material required before date: Ramulu	03.02.2023	ID No.	83929

No	Description/Brand/Model No.	Size	Quantity	Units	Inward No	Date
	MS Railing	W H 5'X3'.3"	1	NO'S		
2	steel other					
3	8163.	5'x3'				
4						
5	96806.					
6			16 kgs	Rs 195-351/-		
7						
8						
9						
10						

Remarks: Toward **Swimming pool MS Railing sample use** purpose

Prepared By	N.Divya	Approved by	K.Narendar Reddy
Sign.& Date		Sign. & Date	

APPROVED
02 FEB 2023
P. VEN... MANAGER ... PURCHASE

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

TAX 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 Properties Private Limited,.	Invoice No.	DB - 29288
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	13-05-2023
	PO No.	96806
	PO Date.	04-02-2023
	Req ID	83929
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	01-02-2023
	Loc Req No	178940

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8163 - Steel - other - MS Railing - others - sft Ms railing size- 5'x3'.3"-16 kgs per length		1	560.00	560.00	18	100.80
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	560.00		100.80
	50.40	50.40	Total Invoice Amount		660.80	

Rupees : Six Hundred Sixty and Paise Eighty Only.

for Summit Sales LLP

SUMMIT SALES LLP SEC'BAD

Authorised signatory

Subject to Hyderabad Jurisdiction

"TRUE COPY"