PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/5/23	Prepared by	V. RAVI	Serial no.	17547
Supplier name	C.S.L.L.P			HO inward no.	
Firm/Company	MCS	Project	Green Towers	HO received date	
PO/WO date	21/7/22	PO/WO No.	90330	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29289	13/5/23	10,799.42	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,799.42

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:	10,799.42
Amount E – PO / WO value:	10,799.42
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:	find bill & close the P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		13/5/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
13 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.

MODI PROPERTIES PVT. LTD.
INWARD
No. 1948
Date 13/5/23
Sign

Form for closure of purchase order

PO no.: 90830		PO date: 21/07		Req. no.: 198023.		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 delivered 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: Shaik Hasira	Sign: Hasira	Date: 17/04/23.
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 certified true copy from ~~for~~ SSLLP-SOV.		
Prepared by: Ravi	Sign:	Date: 12/4/23
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

 25-07-2022 15:37:01

Purchase Order

Origi

90330
14.07.22 12:47:29

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details

Summit Sales LLP-SOV
5-4-187/3&4, II nd Floor, Soham Mansion, M.G.Road, Secunderabad-500003

GSTIN 0

040-66335551 040-66335551

Doc No	90330	198023
Doc Date	21-07-2022	
Quote No	Nil	
Quote Date	21-07-2022	
SupplyType	Supply	

Kind Attn : Sandesh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	100.00	38.00	0.00	0.00	3,800.00
2 921800 - CEME-Cement - PPC-- - 50kg - Bags	15.00	236.72	0.00	28.00	4,545.02
3 185100 - BUIL-Building Material - Asbestos Cement Sheets-- - 1200x2400x6mm - Sheet	2.00	1,040.00	0.00	18.00	2,454.40

Total Order Value . . . **10,799.42**

Rupees : Ten Thousand Seven Hundred Ninty Nine and Paise Fourty Two Only.

Terms and Conditions :-

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for Green Tower repairing purpose.
Completion Date	Nil
Measurment	Nil
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 deli vary /DC can be sent by email.

For *Mody Consultancy Services*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP-SOV*

Date : __/__/____

Requisition Form					
Company Name:	MCS	Date:	2022-07-22		
Site & Phase :	GREENS TOWERS	Time:	15:15		
Supplier:	SOV SITE	Req. No.	198023		
Material required before date:	URGENT	ID No.	78314		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	u x 8' BUIL1851-Building Material-Asbestos Cement Sheets---1200x2400x6mm-Sheet	2	0	2	
2	CEME9218-Cement-PPC---50kg-Bags 236/-72 + 28/-. Per Bag.	15	0	15	
3	BUIL8696-Building Material-Solid Block---150mmX200mmX400mm-Nos 6 x 8 x 16	100	0	100	
4					
5	90330				
6					
7					
8					
9					
10					
Remarks:	TOWARDS GREENS TOWERS REPAIRING PURPOSE.				
	Engineer	Project Manager	APPROVED	Purchase	
Prepared By:	MEENAKSHI.N		25 JUL 2022		
Approved By:			MINISH PARIKH		
Sign & Date:			MANAGER PROCUREMENT		

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		
Mody Consultancy Services	Invoice No.	DB - 29289
Green Towers, Begumpet, Hyderabad	Invoice Date.	13-05-2023
	PO No.	90330
	PO Date.	21-07-2022
	Req ID	78314
GSTIN : 36 PAN	Req Date	22-07-2022
	Loc Req No	198023

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	869600 - BUIL-Building Material - Solid Block-- -	68101112	100	38.00	3,800.00	0	0.00
2	921800 - CEME-Cement - PPC-- - 50kg - Bags	25232930	15	236.72	3,550.80	28	994.22
3	185100 - BUIL-Building Material - Asbestos Cement	68114010	2	1040.00	2,080.00	18	374.40
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	9,430.80	1,368.62
	684.31	684.31	Total Invoice Amount	10,799.42	

Rupees : Ten Thousand Seven Hundred Ninty Nine and Paise Fourty Two Only.

for Summit Sales LLP

"TRUE COPY"

SUMMIT SALES LLP SEC'BAD

Authorised signatory

Subject to Hyderabad Jurisdiction