PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/5/23	Prepared by	V. RAVI	Serial no.	17952
Supplier name	SGLLP			HO inward no.	
Firm/Company	MRAM LLP	Project	G.M.R	HO received date	
PO/WO date	20/12/22	PO/WO No.	95176.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28391	23.01.23	25,098.88	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	25,098.88

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	~~116846~~ 116486	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:	25,098.88
Amount E – PO / WO value:	25,098.88
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	18/5/23.
Remarks:	find bill & close the P.O.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		16/5/23			
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 SOHAM MODI MANAGING DIRECTOR 2023

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 2017 Date 16/5/23 Sign

Form for closure of purchase order

PO no.: 95176	PO date: 20/12/22	Req. no.: 208532	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: Total material received

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC's proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: SK. Ghosh Sign: Date: 05/05/23

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.				

Remarks by Accountants:

Prepared by: Rajyalakshmi Sign: Date: 15-05-2023

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 MD's Approval for enclosed invoice.

Prepared by: Ravi Sign: Date: 15/5/23.

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: Date:

APPROVED BY
15 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

 08-05-2023 10.16 06

Purchase Order

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	95176	208532
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-12-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	19-12-2022	
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 394300 - TLFL-Tiles - Tiles-Floor Tiles-Caneite Beige-Cera - 600X1200mm - Sqm *33 Boxes*	48.00	443.13	0.00	18.00	25,098.88
				Total Order Value . . .	**25,098.88**

Rupees : Twenty Five Thousand Ninty Eight and Paise Eighty Eight Only.

<u>Terms and Conditions :-</u>

Specification / Brand	All items shall be of Nitco & Ispira brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For D-block flat no.505internal tiles fixing work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

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

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Realty Mallapur LLP

Site: GMR

DC No. :	5291
Date :	18/01/2023
Vehicle No. :	
P.O. / W.O. No. :	95176
P.O. / W.O. Date :	20/12/2022

Sl. No.	PARTICULARS	Quantity
1	Canada Beige 600mm X 1200mm	48 sqm
2	(33 Boxes)	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
MODI REALTY MALLAPUR LLP
Ward No 11057 Dt. 20/1/23
MRN No 116186 Dt. 21/01/23
Sign.
Received By...

GSTIN :

Received the above materials in good condition.

Received by : T. Rahul.

Date : 18/01/2023

Stamp:

For SUMMIT SALES LLP

Authorised Signatory

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		
Modi Reality Mallapur LLP	Invoice No.	28391
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	23-01-2023
	PO No.	95176
	PO Date.	20-12-2022
	Req ID	82628
	Req Date	19-12-2022
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Loc Req No	208532

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	394300 - TLFL-Tiles - Tiles-Floor Tiles-Caneite	69010030	48	443.13	21,270.24	18	3,828.64
	33 Boxes						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	21,270.24		3,828.64
	1,914.32	1,914.32	Total Invoice Amount	25,098.88		

Rupees : Twenty Five Thousand Ninty Eight and Paise Eighty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10463 Date: 23/1/23 Sign:

2839
23/01

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

Modi Reality Mellapur LLP e: GMR	DC No. : 5291 Date : 18/01/2023 Vehicle No. : P.O. / W.O. No. : 95176 P.O. / W.O. Date : 20/12/2022

S.No.	PARTICULARS	Quantity
1	Canvas Beige 600mm X 1200mm	48 Sqm
2	(33 Boxes)	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : T. Rahul.

Date : 18/01/2023

Stamp:

For SUMMIT SALES LLP

Authorised Signatory