PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/07/23	Prepared by	V.RAVI	Serial no.	19881
Supplier name	C.S.LLP			HO inward no.	
Firm/Company	HCMET	Project	HNMA	HO received date	
PO/WO date	19/01/23	PO/WO No.	96307	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 28357	20/1/23	2478-00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2478-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	116569	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:	2478-00
Amount E – PO / WO value:	2478-00
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	15/7/23
Remarks:	final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		14/7/23			
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.
INWARD
No. 4495
Date 14/7/23
Sign

Form for closure of purchase order

PO no.:	96307	PO date:	19/01/23	Req. no.:	162167	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	116569

□ 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: All Material received.		

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: T. JEEVANA	Sign: for [signature]	Date: 13/7/23.
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.				
5.				

Remarks by Accountants: Bills not received against this PO

Prepared by:	Sign: ch. Divya	Date: 14/7/23

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.	DB-28357	20/01/23	2478-00	116569.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign: [signature]	Date: 13/7/23.

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
SOHAM MODI
MANAGING DIRECTOR
14 JUL 2023

chase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 96307

MRN Doc ID: 116569

MRN Date: 23-01-2023

DC No: 24205

DC Date: 21-01-2023

Remarks: sslp stores

In Time: 11:45

Vehicle No: TS10UB0413

Delivered By: MADHU

Received By: SECURITY

Inward No: 2248

Inward Date: 21-01-2023

Company Name : MC Modi Educational Trust
Project Name : Manilal Modi Memorial Hospital
Supply Type : Supply
Quote No : nil
Quote Date : 19-01-2023
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Supplier Name : Summit Sales LLP
Contact Person : Hamendra,Prabhakar
Address : 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Sec
Phone : 040-66335551

PDF Name: PO96307DC24205MR116569

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	ELCD-Electrical	556700 - ELCD-Electrical - Round covers -PVC- - 75mm - Nc	300	300	Not Closed	0	300	0

ok

13/2/23.

ere to search 29°C ENG
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Purchase Order

 10-07-2023 17:39:55 Original / Office Copy / Purchase Div.Copy

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	96307	162167
	Doc Date	19-01-2023	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	19-01-2023	
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	556700 - ELCD-Electrical - Round covers -PVC- - 75mm - Nos	300.00	7.00	0.00	18.00	2,478.00
	Total Order Value . . .					**2,478.00**

Rupees : Two Thousand Four Hundred Seventy Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	Within 30 days of delivery.
Tax	GST included in above price.
Delivery Date	Within 3 days
Delivery Location	Manilal Modi Memorial Hospital . Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nl
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Aove order for site purpose.
Completion Date	Nil
Measurment	Nii
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 ***MC Modi Educational Trust***
Authorised Signatory

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

Name : ______________ Name : ______________ Date : __/__/__

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#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		
MC Modi Educational Trust	Invoice No.	DB - 28357
Manilal Modi Memorial Hospital, Thurkapally, Hyderabad	Invoice Date.	20-01-2023
	PO No.	96307
	PO Date.	19-01-2023
	Req ID	83581
GSTIN : 36AAATM5488Q2ZO PAN AAATM5488Q	Req Date	19-01-2023
	Loc Req No	162167

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	556700 - ELCD-Electrical - Round covers -PVC- -	39174000	300	7.00	2,100.00	18	378.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,100.00		378.00
	189.00	189.00	Total Invoice Amount		2,478.00	

Rupees : Two Thousand Four Hundred Seventy Eight Only.

for Summit Sales LLP

"TRUE COPY"

Subject to Hyderabad Jurisdiction

Authorised signatory