PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/7/2021	Prepared by:	T.D. Murthy
PO/WO no.	77437	PO / WO Date.	5/6/21
Supplier Name	Summit Sales LLP	PO/WO amount	14,160/-
Firm/Company	Modi farm house hyd LLP	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	18157	8/7/21	14,160/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			14,160/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	3696	7/7/21	93685.	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B – Other Credits :				-
Amount C – Other Debits : -				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				14,160/-
Amount E – PO / WO value:				14,160/-
Amount F – Difference (A – E):				-

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ ~~Yes ☐ No (explained~~ below)
Excess / short material received	☐ ~~Approved – within~~ acceptable limits ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☑ No
Payment – due date	19/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date			14 JUL 2021				

MANISH PARIKH MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

OFFICE COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Serene Constructions LLP	Invoice No.	18157
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203	Invoice Date.	08-07-2021
	PO No.	77437
	PO Date.	05-06-2021
	Req ID	66366
GSTIN : 36ACVFS7909P1ZV	Req Date	02-06-2021
	Loc Req No	150541

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8272 - Steel - other - Road Blocker - STD - Nos		2	6000.00	12,000.00	18	2,160.00
	STD						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	12,000.00	2,160.00
	1,080.00	1,080.00	Total Invoice Amount	14,160.00	

Rupees : Fourteen Thousand One Hundred Sixty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: S2102 Date: 9/7 Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Serene Construction llp

Site:

DC No. 3696
Date : 7/7/21
Vehicle No. TS10UA 9758
P.O. / W.O. No. : 77437
P.O. / W.O. Date : 21/5/21

Sl. No.	PARTICULARS	Quantity
1	Road blocker STD	02 (Nos)
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		02 Nos

GSTIN :

Received the above materials in good condition.

Received by : Salman

Stamp:

Date : 7/7/21

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 05-06-2021 10:19:04

77437
06.05.21 4.35:40

From Company :	**Serene Constructions LLP** 5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003. G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	77437	150541
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-06-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	21-05-2021	
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	8272 - Steel - other - Road Blocker - STD - Nos *STD*	2.00	6,000.00	0.00	18.00	14,160.00
					Total Order Value . . .	**14,160.00**

Rupees : Fourteen Thousand One Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	Fabrication, grinding & powder coating should be of good quality.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : 05/06/2021

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi farm house hyd LLp	Date:	02-06-2021
Site & Phase :	Serene farms	Time:	11:15
Supplier		Req. No.	150541
Material required before date:	asap	ID No.	66366

No	Description	Size	Quantity	Units	Inward No	Date
1	**Road blocker**	std	2	nos		
2						
3						
4						
5	77437					
6						
7						
8						
9						
10						

Remarks: The above material is required for road blicking

APPROVED
05 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Sarwar	Approved by	
Sign.& Date	02-06-2021	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Serene Construction LLp

Site:

DC No. 3696
Date : 7/7/21
Vehicle No. TS10UA 9758
P.O. / W.O. No. : 77437
P.O. / W.O. Date : 21/5/21

Sl. No.	PARTICULARS	Quantity
1	Road blocker STD	02 (Nos)
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		02 Nos

INWARD
Inward No: 69 Dt: 07-07-21
MRN No: 93685 Dt: 08/07/21
Received By: P. Sachin Sign:
Serene Construction (Hyd) LLP

GSTIN :

Received the above materials in good condition.

Received by : Salma

Date : 7/7/21

Stamp: SUMMIT SALES LLP R.R. DIST. IN WARD No: 72625 Date: 14/7 Sign:

For SUMMIT SALES LLP

Authorised Signatory

Name :

Name :

Date : __/__/____

OUTWARD - GATE PASS No. 5856

Date: 7/7/21		Time:	11:50.
Company: Summit Cities LLP			
Project/site: Summit Housing LLP			
Destination: Serene Construction LLP			
Outward No.	Vehicle type	Vehicle No	Vehicle driver
1011.		TS10UA9758	Salman.

	Material Description	Quantity	Units	Approx. rate	Amount
1	Road blocks STD	02	NO		
2.					
3					
4					
5					
6.					
7					
8.					
9					
10.					
	Total	02	NO		

INWARD
Inward No: 103 Dt: 07-07-21
MRN No: 93685 Dt: 08/07/21
Received By: R. Sachin Sign:
Serene Construction (Hyd) LLP

Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no._____ & date _____
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier date ____ & Amount Rs. _______/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. _____ & date _____
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______, Amount ______ date ______
☐Transfer to another phase of firm/company/project	☑No charges to be collected	NA
☑ No charge	☐for repairs & service	☐Material received by inward no. _____ & date_____
☐ Other:	Details:	Details:

Remarks: for site use purpose only DC No- 3696 PO-77137

Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:			
Received by other site on:	Inward No.	Admin sign:	Security sign.

Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

Name : __________ Name : __________ Date : __/__/___