

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/03/2022		Prepared by: MUNISH		Serial no.: - C-2623																															
Supplier name: SLLP.				HO inward no.																															
Firm/Company: MPL		Project: MAP		HO received date																															
PO/WO date: 06/11/2021		PO/WO No.: 82376		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	22447	07/03/2022	2,20,014/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A - Bills total (Excluding Transport & Hamali Charges):				2,20,014/-																															
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.: 104492	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:				2,20,014/-																															
Amount E - PO / WO value:				2,20,014/-																															
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		08/03/2022																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:						Sign:						Date						Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																														
Name:																																			
Sign:																																			
Date																																			
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82376			PO date:	6/11/21
Req. no.:	178142			Req. date:	4/11/21
Material received	☐ Part ☒ Full			MRN nos.:	104492
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: Full material. Received. close PO.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
A. Sravani	<i>Sravanis</i>	5/3/22	S.V.S. Reddy	<i>Reddy</i>	5/3/2022
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Sangeetha	<i>Sangeetha</i>	5/3/22			
Action taken by purchase:					
Status of PO	☐ PO closed and email sent to supplier. ☐ PO open material awaited.				
Status of proof of delivery:	☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.				
Original barcoded PO available	☐ Yes ☐ No – certified copy received from accounts.				
Original bill available	☐ Yes ☐ No – certified copy obtained from supplier.				
Supplier's ledger available	☐ Yes ☐ No				
Advice for credit to supplier	☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.				
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Minish to check & process

Purchase Order



82376

30.10.21 11:22:45

1 Of 1

06-11-2021 2:13:56 PM

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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
040-66335551
9618244433

Doc No	82376	178142
Doc Date	06-11-2021	
Quote No	NIL	
Quote Date	06-11-2021	
SupplyType	Supply	

Kind Attn : **Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	650.00	264.44	0.00	28.00	220,014.08
Total Order Value . . .					220,014.08

Rupees : Two Lakh(s) Twenty Thousand Fourteen and Paise Eight Only.

Terms and Conditions :-

Specification / Brand All items shall be of brand/company
Payment Terms After Delivery & Production of bill
Tax Included in the above price
Delivery Date within 2 days
Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999
Penalty For Delay Nil
Transportation Cost Included in the above prices
Warranty Nil
Advance Paid Nil
Other Terms Payment as per actual receipt of material.Above order for site use purpose
Completion Date Nil
Measurment Nil
Security Nil
Remarks PO NO 82375.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSSLP stock
- ☐ Other

APPROVED BY

08 NOV 2021

SOHAM MODI
MANAGING DIRECTOR

Books of accounts verified and
no bills wrt this PO were
received by accounts

Name: *Sangulthi*
Sign: *Sangulthi*
Date: *26/11/21*

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : *06/11/2021*

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : ____/____/____

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

1 of 1 :

Customer Details				Invoice No.	22447		
Modi Properties Private Limited, Sy No. 82/1, Mallapur, Nacharam, Hyderabad GSTIN : 36AABCM4761E1ZM PAN AABCM4761E				Invoice Date.	07-03-2022		
				PO No.	82376		
				PO Date.	06-11-2021		
				Req ID	70935		
				Req Date	05-11-2021		
				Loc Req No	178142		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3002 - Cement - PPC - 50kgs - bags	2523	650	264.44	171,886.00	28	48,128.08
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
24,064.04				24,064.04		24,064.04	
Total Taxable Amount				171,886.00		48,128.08	
Total Invoice Amount				220,014.08			

Rupees : Two Lakh(s) Twenty Thousand Fourteen and Paise Eight Only.

Subject to Hyderabad Jurisdiction



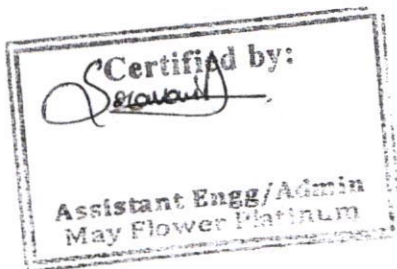
for Summit Sales LLP

Authorised signatory

Dr no - 004.

Date - 8/11/21. Po no - 82376.

PPC Cement - 300 Bags, Inward no - 17928
PPC Cement - 350 Bags, Inward no - 17929
Inward no -



INWARD	
Inward No: 17928	Dt: 08/11/21
MRN No: 104492	Dt:
Received By:	Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

