

PURCHASE DIVISION
Advice for approval for credit to supplier

(e)

Date: 08/03/22		Prepared by: Kavitha		Serial no. - 2717	
Supplier name: Summit scales LLP		Project: NGA		HO inward no.	
Firm/Company: Modi Realty pocharam 4p		PO/WO No. 77796		HO received date	
PO/WO date: 18/06/21		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22459	07/03/22	21478/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 21478/-

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

MRN nos.: 107616	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 2,478/-

Amount E – PO / WO value: 2,478/-

Amount F – Difference (A – E): -

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	14/03/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	08/3/22				
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.

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

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 07-03-2022

Customer Details				Invoice No.		22459			
Modi Realty Pocharam LLP Nilgiri Heights, Pocharam, 500088 GSTIN : 36ABIFM1836H1Z7				Invoice Date.		07-03-2022			
				PO No.		77796			
				PO Date.		18-06-2021			
				Req ID		66804			
				Req Date		18-06-2021			
				Loc Req No		181599			
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8277 - Steel - other - Septic Tank cutter type STD				2	1050.00	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

Authorised signatory

Subject to Hyderabad Jurisdiction



Form for closure of purchase order

Data required from site/engineers: 04/08/21					
PO no.:	77796			PO date:	18/6/2021
Req. no.:	181599			Req. date:	18/6/2021
Material received	☐ Part ☒ Full			MRN nos.:	
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: Material received without DC / gatepass.					
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
Shawani	[Signature]	4/3/22	Vijay K	[Signature]	4/3/22
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
Leary	[Signature]	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.					

Get proof of delivery.
 Make bill
 Make advice for credit!



Purchase Order

Page(s) 1 Of 1

19-06-2021 10:33:00



77796

15.06.21 11:03:11

From Company : **Modi Realty Pocharam LLP**

5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36ABIFM1836H1Z7

Supplier Details

Summit Sales LLP

5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No

77796

181599

Doc Date

18-06-2021

Quote No

Nil

Quote Date

14-05-2018

SupplyType

Supply

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

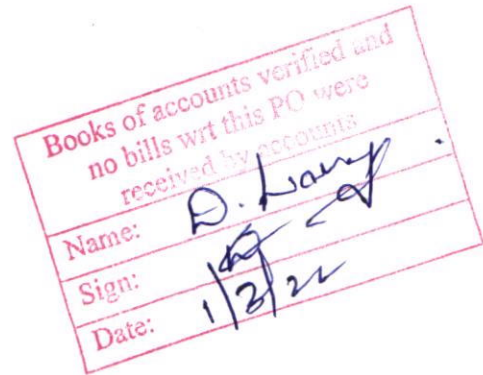
Item Name	Qty	Rate	Dis%	GST	Amount
1 8277 - Steel - other - Septic Tank cutter type automatic 1300BW MS Frame - STD - nos STD	2.00	1,050.00	0.00	18.00	2,478.00
Total Order Value . . .					2,478.00

Rupees : Two Thousand Four Hundred Seventy Eight Only.

Terms and Conditions :-**Specification / 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** Nilgiri Heights

pocharam

Phone. .9849497484

Penalty For Delay Bills must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.**Transportation Cost** Extra.**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 Cutter Type sewage pump stand purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Realty Pocharam LLP**

Authorised Signatory

21/06/2021

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		18.06.2021	
Site & Phase :		Niligiri Heights		Time:		09:19	
Supplier:				Req. No.		181599	
Material required before date:			15.06.2021		ID No.		66804

No	Description	Size	Quantity	Units	Inward No	Date
1	MS STAND FOR PUMPS	STD	02	NO'S		
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: FOR CUTTER TYPE SEWAGE PUMP STAND PURPOSE

Prepared By	P.sneha	Approved by	
Sign. & Date	18.06.2021	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, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 07-03-2022

Customer Details		DC No.	19216
Modi Realty Pocharam LLP		DC Date.	07-03-2022
Nilgiri Heights, Pocharam, 500088		PO No.	77796
		PO Date.	18-06-2021
		Req ID	66804
		Req Date	18-06-2021
GSTIN : 36ABIFM1836H1Z7		Loc Req No	181599
	Description of Goods	HSN/SAC	Qty
1	8277 - Steel - other - Septic Tank cutter type automatic 1300BW MS Frame - STD - nos		2
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

INWARD	
Inward No: 11045	Dr: 7/04/22
MRN No: 102616	Dr: 8/3/22
Received By: <i>Shweta</i>	Sign: <i>[Signature]</i>
NILGIRI HEIGHTS	

