PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 08/03/22 | Prepared by | Kavitha | Serial no. | - - - 2508 |
| Supplier name | Summit Sales llp | | | HO inward no. | |
| Firm/Company | Modi realty pocham llp | Project | NGH | HO received date | |
| PO/WO date | 22/12/21 | PO/WO No. | 83823 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 22458 | 7/03/22 | 7,014/- | ☑ Yes □ No |
| 2. | | | | ☑ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 7,014/- |

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

| | | | |
|---|---|---|---|
| MRN nos.: | 104618 | Proof of delivery matches MRN | ☑ Yes □ No |

| | |
|---|---|
| Amount B – Other Credits : Transportation charges | – |
| Amount C – Other Debits : | ~~7014~~/- |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 7014/- |
| Amount E – PO / WO value: | 7014/- |
| 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 | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kavitha | | | | |
| Sign: | 8/03/22 | | | | |
| 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**



| **Customer Details** | Invoice No. | 22458 |
|---|---|---|
| Modi Realty Pocharam LLP | Invoice Date. | 07-03-2022 |
| Nilgiri Heights, Pocharam, 500088 | PO No. | 83823 |
| | PO Date. | 22-12-2021 |
| | Req ID | 71984 |
| GSTIN : 36ABIFM1836H1Z7 | Req Date | 11-12-2021 |
| | Loc Req No | 181781 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 8165 - Steel - other - Hoarding and Fabrication - NA 30' x 8'0 | | 1 | 5800.00 | 5,800.00 | 18 | 1,044.00 |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per | | 240 | 0.60 | 144.00 | 18 | 25.92 |
| 3 | | | | | | | |
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| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 5,944.00 | | 1,069.92 |
| | 534.96 | 534.96 | Total Invoice Amount | | 7,013.92 | |

Rupees : Seven Thousand Thirteen and Paise Ninty Two Only.

SUMMIT SALES LLP
IN WARD
No: 91982
Date: 8/3
Sign:
R.R. DIST.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

NGH

Form for closure of purchase order

| Data required from site/engineers: 04/03/22. | | | |
|---|---|---|---|
| PO no.: | 83823 | PO date: | 22/12/21 |
| Req. no.: | 181781 | Req. date: | 11/12/2021 |
| 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.<br>□ No material cannot be ordered by new PO.<br>□ 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 | | 4/3/22 | Vijay Raj | | 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: | Bill not received. |

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 |
|---|---|---|---|---|---|
| Largo | | 5/3/22 | | | |

Action taken by purchase:

| | |
|---|---|
| Status of PO | □ PO closed and email sent to supplier.<br>□ PO open material awaited. |
| Status of proof of delivery: | □ Proof of delivery received.<br>□ Proof of delivery not available with site or purchase. |
| Original barcoded PO available | □ Yes<br>□ No – certified copy received from accounts. |
| Original bill available | □ Yes<br>□ No – certified copy obtained from supplier. |
| Supplier's ledger available | □ Yes<br>□ No |
| Advice for credit to supplier | □ Prepared for entire PO □ Part of PO and PO closed.<br>□ 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!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

# Purchase Order

83823

Page(s) 1 Of 1 22-12-2021 14:31:10 Or 5:35:00

| | |
|---|---|
| From Company : | **Modi Realty Pocharam LLP**<br>5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003<br>G S T No. : 36ABIFM1836H1Z7 |

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 83823 | 181781 |
| | **Doc Date** | 22-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 09-07-2021 | |
| 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 | 8165 - Steel - other - Hoarding and Fabrication - NA - nos<br>*30' x 8'0* | 1.00 | 5,800.00 | 0.00 | 18.00 | 6,844.00 |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | 240.00 | 0.60 | 0.00 | 18.00 | 169.92 |
| | | | | | **Total Order Value . . .** | **7,013.92** |

Rupees : Seven Thousand Thirteen and Paise Ninty Two Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of good quality. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Nilgiri Heights<br>pocharam<br>Phone. .9849497484 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Included in the above price. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order for SRO office, Narapally front wall fixing 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D. Lavanya
Sign:
Date: 01/3/22.

For *Modi Realty Pocharam LLP*

Authorised Signatory

Name : 23/12/2021

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Modi Realty Pocharam LLP | Date: | 11-12-2021 |
| Site & Phase : | Niligiri Heights | Time: | 12:20 |
| Supplier: | | Req. No. | 181781 |
| 0Material required before date: 15.12.21 | | ID No. | 71984 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **MS Hoarding Board** | **30' x 8'** | 01 | No's | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 83823 | | | | | |
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Remarks: For SRO office, Narapally front wall fixing Purpose

| | | | |
|---|---|---|---|
| Prepared By | Vijay Raj | Approved by | |
| Sign.& Date | 11.12.2021 | Sign. & Date | |

APPROVED
23 DEC
MINISH PARIKH
MANAGER

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**



| **Customer Details** | DC No. | 19217 |
|---|---|---|
| Modi Realty Pocharam LLP | DC Date. | 07-03-2022 |
| Nilgiri Heights, Pocharam, 500088 | PO No. | 83823 |
| | PO Date. | 22-12-2021 |
| | Req ID | 71984 |
| | Req Date | 11-12-2021 |
| GSTIN : 36ABIFM1836H1Z7 | Loc Req No | 181781 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
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| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | | 240 |
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**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

Authorised signatory

INWARD

Inward No: 1046 Dt: 7/03/22

MRN No: 164618 Dt: 8/3/22

Received By: Sign:

NILGIRI HEIGHTS

SUMMIT SALES LLP R.R. DIST.

IN WARD

No: 78316

Date: 8/3/22

Sign: 