PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/03/22	Prepared by	T. D. Murthy	Serial no.	..L. 2791
Supplier name	Summit Sales LLP			HO inward no	
Firm/Company	Modi realty pocharam	Project	NGH	HO received date	
PO/WO date	13/12/21	PO/WO No.	83554	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21097	07/03/22	8,295/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			8,295/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:		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:			8,295/-
Amount E – PO / WO value:			15,794.30/-
Amount F – Difference (A – E):			7,499/-
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: final bill received.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Murthy	Prabhakar			
Sign:					
Date	8/3/22	09 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.	21097
Modi Realty Pocharam LLP	Invoice Date.	07-03-2022
Nilgiri Heights, Pocharam, 500088	PO No.	83554
	PO Date.	13-12-2021
	Req ID	71985
GSTIN : 36ABIFM1836H1Z7	Req Date	11-12-2021
	Loc Req No	181782

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - 20kg	3214	10	703.00	7,030.00	18	1,265.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	7,030.00		1,265.40
	632.70	632.70	Total Invoice Amount	8,295.40		

Rupees : Eight Thousand Two Hundred Ninty Five and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. INWARD No. 9198 Date. 8/3

Form for closure of purchase order

Data required from site/engineers: 04/3/22				
PO no.:	82554		PO date:	13/12/2021
Req. no.:	181782		Req. date:	11/12/2021
Material received	□ Part □ Full		MRN nos.:	100721
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:	MRN was locked for Part Material.			

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
Bhavesh	[signature]	4/3/22	Vijay Raj	[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:	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
Lanjo.	[signature]	5/3/2			

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.

~~Make bill~~

Make advice for payment.

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

Purchase Order

Scan ID :- 92942

83554
09.12.21 3:17:43

 13-12-2021 13:27:34

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500...
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	83554	181782
Doc Date	13-12-2021	
Quote No	Nil	
Quote Date	13-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs *20kg*	15.00	703.00	0.00	18.00	12,443.10
2 3127 - Chemicals - RBR bonding agent - 5ltrs - nos	2.00	1,420.00	0.00	18.00	3,351.20
			Total Order Value . . .		**15,794.30**

Rupees : Fifteen Thousand Seven Hundred Ninty Four and Paise Thirty Only.

Terms and Conditions :-

Specification /	All items shall be of 1st quality. Asian Brand
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
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for entrance arch Gate Security Kiosk windows and Door cladding purpose.
Completion Date	Nil
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.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	20931	13/12/21	7499-00
2.	21097	07/03/22	8,295-00
3.			
4.			
5.			

Final bill received
8/3/22

For **Modi Realty Pocharam LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : ____________

Date : __/__/____

Requisition Form 1565

Company Name:	Modi Realty Pocharam LLP	Date:	11-12-2021
Site & Phase :	Niligiri Heights	Time:	12:20
Supplier:		Req. No.	181782
0Material required before date:	15.12.21	ID No.	71985

No	Description	Size	Quantity	Units	Inward No	Date
1	**Roff Chemical Tile Adhesive (T03)**		15	No's		
2	RBR Bonding Agent (T01)	5 Litres	02	No's		
3						
4						
5	83554					
6						
7						
8						
9						
10						

Remarks: For Entrance Arch Gate Security Kiosk Windows and Door Cladding Purpose

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

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

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
Modi Realty Pocharam LLP	DC No.	18044
Nilgiri Heights, Pocharam, 500088	DC Date.	22-12-2021
	PO No.	83554
	PO Date.	13-12-2021
	Req ID	71985
GSTIN : 36ABIFM1836H1Z7	Req Date	11-12-2021
	Loc Req No	181782

	Description of Goods	HSN/SAC	Qty
1	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - Kgs	3214	10
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14	MRN locked		
15			
16	INWARD		
17			
18	Inward No: 10720 Dt: 22/12/21.		
19	MRN No: 1804658 Dt: 8/3/22		
20	Received by: B.Damaliah. Sign:		
21	NILGIRI		
22	In. Time, 05:00 pm.		
23			
24			
25			
26			
27			
28			
29			
30			

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 78329 Date: 8/3 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory