PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/03/22	Prepared by	Ramya	Serial no.	- 2260
Supplier name	SSCLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	23/12/2021	PO/WO No.	83848	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22448	07/3/22	90,900.48	☑ Yes ☐ No
2.				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	90900.48
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos	~~[illegible]~~ 105027	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:	90,900.48
Amount E – PO / WO value:	90,900.48
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	28/03/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ramya	APPROVED			
Sign:	[signature]	21 MAR 2022			
Date	19/03/22	MINISH PARIKH MANAGER PROCUREMENT			
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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22448
Mehta & Modi Realty Kowkur LLP	Invoice Date.	07-03-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	83848
	PO Date.	23-12-2021
	Req ID	72243
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	21-12-2021
	Loc Req No	140965

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3002 - Cement - PPC - 50kgs - bags	2523	300	236.72	71,016.00	28	19,884.48
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	71,016.00		19,884.48
	9,942.24	9,942.24	Total Invoice Amount	90,900.48		

Rupees : Ninty Thousand Nine Hundred and Paise Fourty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 91923
Date: 7/3/21
Sign:

Form for closure of purchase order

Data required from site/engineers: Full material recived			
PO no.:	83848	PO date:	23/12/21
Req. no.:	140965	Req. date:	21/12/21
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: -			

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
K. Snehar	Snehaf	4/3/22	A. Suresh		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
S. N pandi		04-03-2022			

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.

Raise bill

Make advice for credit!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 23-12-2021 11:45:14 AM Origi 83848

5:35:00

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

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

040-66335551
9618244433

Doc No	83848 140965
Doc Date	23-12-2021
Quote No	NIL
Quote Date	23-12-2021
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	300.00	236.72	0.00	28.00	90,900.48

Total Order Value . . . 90,900.48

Rupees : Ninty Thousand Nine Hundred and Paise Fourty Eight Only.

Terms and Conditions :-

not supplied

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	Greenwood Heights Sy no. 196, Kowkur. Phone 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment as per actual receipt of material Rs 12/- Hamali Charges. Above order for B-Block 5th&6th floor flats flooring purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	PO 83847.

FOR MD'S APPROVAL
☐ High value / quantity beyond limits.
☑ PO/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
23 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

Receved
INward No 11902
Date - 29/12/2021

MRN - NO
105027

Material Received Without DC

For **Mehta & Modi Realty Kowkur LLP**
Authorised Signatory
23/12/2021

Name :

Accepted the above Terms And Conditions
For **Summit Sales LLP**

Name :

Date : __/__/____

Purchase Order

Pages) 1 of 1   23-12-2021 11:45:14 AM   Origi   83848   5:35:00

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

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

040-66335551
9618244433

Doc No	83848	140965
Doc Date	23-12-2021	
Quote No	NIL	
Quote Date	23-12-2021	
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	300.00	236.72	0.00	28.00	90,900.48
					Total Order Value . . .	**90,900.48**

Rupees : Ninty Thousand Nine Hundred and Paise Fourty 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment as per actual receipt of material Rs 12/- Hamali Charges,.Above order for B-Block 5th&6th floor flats flooring purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	PO 83847.

For MDs APPROVAL
- High Value/quantity beyond limits.
- Po/Req. processed-post approval.
- Approval for technical details/clarification
- Replenishing SSLLP stock
- Other

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Nagarjun
Sign:
Date: 06/02/2022

APPROVED BY
23 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

23/12/2021

Name : ______

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

Requisition Form – Cement, Recron, Plasticizer							
Company		MMR KOWKUR LLP		Site & Phase		GHT	
Req. no.		140965		Req. Date		17-12-2021	
Material required before		20-12-2021		ID no.		72243	
Prepared by:		A Suresh		Approved by (sign):			
Flat / Block no:		b block 5th & 6 th floor flats flooring work purpose					
S No.	Item Description	Units	Qty required	Qty Available at site	Balance Qty to be ordered in Bags	Inward No	Date
1	Cement - PPC	Bags	300.0	-	300.0	236/72 +28%	
2	Cement 53 grade	Bags		-	-		
3	Recron	Packets	-	-	-		
4	Plasticizer	lts	-	-	-		
Notes:							
1	Round off cement to nearest load size						
2	Round off Recron to nearest packing size						
3	Round off plasticizer to nearest packing size						
	Note : This Amount debited from KSR Builder						

PO
83848

APPROVED
23 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
23 DEC 2021
SOHAM MODI
MANAGING DIRECTOR