E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/3/22	Prepared by	Monsa	Serial no.	2445
Supplier name	SSLLP			HO inward no.	
Firm/Company	MBMC	Project	HO	HO received date	
PO/WO date	26/2/22	PO/WO No.	85952	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22738	23/3/22	7,167.64/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,167.64/-

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

MRN nos.:	105404	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:	7168/-
Amount E – PO / WO value:	7168/-
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	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monsa				
Sign:	Mon				
Date	28/3/22				
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

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22738
Modi Builders Methodist Complex	Invoice Date.	23-03-2022
5-4-187/ 3 & 4, MG Road, Secunderabad	PO No.	85952
	PO Date.	26-02-2022
	Req ID	74204
GSTIN : 36AABFM2938C2ZK PAN AABFM2938C	Req Date	26-02-2022
	Loc Req No	183419

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	12	76.00	912.00	18	164.16
2	4046 - Consumables - Phinyle - 1Ltr - nos	2907	12	52.00	624.00	18	112.32
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	55.00	330.00	18	59.40
4	4009 - Consumables - Coconut Broom - other - nos	9603	8	15.75	126.00	0	0.00
5	4003 - Consumables - Bombay Broom - Big - nos	9603	8	68.00	544.00	0	0.00
6	4098 - Consumables - Dust pan - NA - nos		2	35.00	70.00	18	12.60
7	4000 - Consumables - Acid - NA - ltrs	2806	14	21.00	294.00	18	52.92
8	4006 - Consumables - Bucket - other - nos	7310	4	231.00	924.00	18	166.32
9	4041 - Consumables - Mopping stick - NA - nos	9603	4	128.00	512.00	18	92.16
10	4071 - Consumables - Wiper - Other - nos	9603	4	84.00	336.00	18	60.48
11	4059 - Consumables - Surf Detergent Powder - NA -	3402	4	25.20	100.80	5	5.04
12	4014 - Consumables - Colin - 500ml - nos	3402	12	88.00	1,056.00	18	190.08
13	4008 - Consumables - Cleaning Cloth - other - nos	6307	24	16.80	403.20	5	20.16
	Check-12 Yellow-12						
14							
15							

IGST	CGST	SGST	Total Taxable Amount	6,232.00		935.64
	467.82	467.82	Total Invoice Amount		7,167.64	

Rupees : Seven Thousand One Hundred Sixty Seven and Paise Sixty Four Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92535 Date: 23/3 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 26-02-2022 13:43:11

85952
14.02.22 3:00:03

From Company : **Modi Builders Methodist Complex**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABFM2938C2ZK

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	85952	183419
	Doc Date	26-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-02-2022	
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	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	12.00	76.00	0.00	18.00	1,076.16
2	4046 - Consumables - Phinyle - 1Ltr - nos	12.00	52.00	0.00	18.00	736.32
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	55.00	0.00	18.00	389.40
4	4009 - Consumables - Coconut Broom - other - nos	8.00	15.75	0.00	0.00	126.00
5	4003 - Consumables - Bombay Broom - Big - nos	8.00	68.00	0.00	0.00	544.00
6	4098 - Consumables - Dust pan - NA - nos	2.00	35.00	0.00	18.00	82.60
7	4000 - Consumables - Acid - NA - ltrs	14.00	21.00	0.00	18.00	346.92
8	4006 - Consumables - Bucket - other - nos	4.00	231.00	0.00	18.00	1,090.32
9	4041 - Consumables - Mopping stick - NA - nos	4.00	128.00	0.00	18.00	604.16
10	4071 - Consumables - Wiper - Other - nos	4.00	84.00	0.00	18.00	396.48
11	4059 - Consumables - Surf Detergent Powder - NA - kgs	4.00	25.20	0.00	5.00	105.84
12	4014 - Consumables - Colin - 500ml - nos	12.00	88.00	0.00	18.00	1,246.08
13	4008 - Consumables - Cleaning Cloth - other - nos *Check-12 Yellow-12*	24.00	16.80	0.00	5.00	423.36
				Total Order Value . . .		**7,167.64**

Rupees : Seven Thousand One Hundred Sixty Seven and Paise Sixty Four Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

For ***Modi Builders Methodist Complex***

Authorised Signatory

Name : 28/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

 26-02-2022 13:43:11 Original / Office Copy / Purchase Div.Copy

Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 MBMC (Abids) 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.

For ***Modi Builders Methodist Complex***

Authorised Signatory

28/02/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Builders Methodist Complex	Date:	26.02.2022
Site & Phase :	Head Office	Time:	11: 00 am
		Req. No.	183419
Material required before date:		ID No.	742014

No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		12	No's		
02	Phenyl		12	No's		
03	Harpic		06	No's		
04	Coconut Brooms		08	No's		
05	Bombay Broom		08	No's		
06	Dust Pan 85952		02	No's		
07	Acid		14	No's		
08	Bucket - Transparent	20 ltrs	04	No's		
09	Mug- Transparent		04	No's		
10	Flat Mop – Dry / Wet use (Compulsary)		04	No's		
11	Mopper	Big	04	No's		
12	Wiper	Big	04	No's		
13	Surf Detergent	1kg	04	Packets		
14	Collin		12	No's		
15	Yellow Cloth		12	No's		
16	Cleaning Cloth- Check		12	No's		

Remarks : For MBMC(Abids)

Prepared By	Jai kumar	Approved by	
Date	26.02.2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

28 FEB 2022

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.	19441
Modi Builders Methodist Complex	DC Date.	23-03-2022
5-4-187/ 3 & 4, MG Road, Secunderabad	PO No.	85952
	PO Date.	26-02-2022
	Req ID	74204
	Req Date	26-02-2022
GSTIN : 36AABFM2938C2ZK	Loc Req No	183419

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	12
2	4046 - Consumables - Phinyle - 1Ltr - nos	2907	12
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
4	4009 - Consumables - Coconut Broom - other - nos	9603	8
5	4003 - Consumables - Bombay Broom - Big - nos	9603	8
6	4098 - Consumables - Dust pan - NA - nos		2
7	4000 - Consumables - Acid - NA - ltrs	2806	14
8	4006 - Consumables - Bucket - other - nos	7310	4
9	4041 - Consumables - Mopping stick - NA - nos	9603	4
10	4071 - Consumables - Wiper - Other - nos	9603	4
11	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	4
12	4014 - Consumables - Colin - 500ml - nos	3402	12
13	4008 - Consumables - Cleaning Cloth - other - nos	6307	24
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Material Received

105404

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 78814
Date: 28/7
Sign: ....

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction