PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	26/3/22	Prepared by	Manu	Serial no.	24[illegible]1
Supplier name	SSLhp			HO inward no.	
Firm/Company	MMRKhp	Project	GHT	HO received date	
PO/WO date	22/3/22	PO/WO No.	86657	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22758	23/3/22	803.58/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	803.58/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 105256 — 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:	804/-
Amount E – PO / WO value:	804/-
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	4/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu	APPROVED			
Sign:	Manu				
Date	26/3/22	26 MAR 2022			
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

ORIGINAL INVOICE

#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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	22758
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	23-03-2022
	PO No.	86657
	PO Date.	22-03-2022
	Req ID	74879
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	22-03-2022
	Loc Req No	141302

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	10	3.50	35.00	18	6.30
	Blue						
2	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
3	7585 - Stationery - other - Sharpner - NA - nos	8214	5	3.00	15.00	12	1.80
4	7523 - Stationery - other - Eraser - NA - nos		5	1.50	7.50	18	1.36
5	7528 - Stationery - other - Fevistick - NA - nos	9608	6	20.00	120.00	12	14.40
6	7544 - Stationery - other - Marker - NA - nos	9608	20	16.00	320.00	18	57.60
7	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4	21.00	84.00	18	15.12
8	7593 - Stationery - other - Stapler - other - nos	9608	1	36.50	36.50	18	6.56
	small						
9	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	6.00	30.00	18	5.40
	small						
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
IGST	CGST	SGST	Total Taxable Amount	690.00		113.58
	56.79	56.79	Total Invoice Amount	803.58		

Rupees : Eight Hundred Three and Paise Fifty Eight Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92560 Date: 23/3 Sign:

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 22-03-2022 15:28:59

Original / C

86657
16.03.22 2:13:33

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	86657	141302
Doc Date	22-03-2022	
Quote No	Nil	
Quote Date	22-03-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue*	10.00	3.50	0.00	18.00	41.30
2	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
3	7585 - Stationery - other - Sharpner - NA - nos	5.00	3.00	0.00	12.00	16.80
4	7523 - Stationery - other - Eraser - NA - nos	5.00	1.50	0.00	18.00	8.85
5	7528 - Stationery - other - Fevistick - NA - nos	6.00	20.00	0.00	12.00	134.40
6	7544 - Stationery - other - Marker - NA - nos	20.00	16.00	0.00	18.00	377.60
7	7605 - Stationery - other - Whitner Pen - NA - nos	4.00	21.00	0.00	18.00	99.12
8	7593 - Stationery - other - Stapler - other - nos *small*	1.00	36.50	0.00	18.00	43.07
9	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
					Total Order Value . . .	**803.58**

Rupees : Eight Hundred Three and Paise Fifty Eight Only.

<u>Terms and Conditions :-</u>

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : 22/03/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Purchase Order

 22-03-2022 15:28:59 Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For Site & office use purpose.
Completion Date	NA
Measurment	NA
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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : 22/03/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	22-03-2022
Site & Phase :	GHT	Time:	11:41
Supplier		Req. No.	141302
Material required before date: 24-03-2022		ID No.	~~141302~~ 74879

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Std	01	Box		
2	Pencils	Std	01	Box		
3.	Sharpener's	Std	05	Nos		
4	Erasers	Std	05	Nos		
5	Fevi stik	Small	06	Nos		
6	Black markers	Std	02	Boxes		
7	High lighters (Yellow)	Std	06	Nos		
8	Whiteners	Std	06	Nos		
9	Stapler	Small	01	Nos		
10	Stapler pins	Small	05	Boxes		

86657

Remarks: - For sale's&site office purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	22-03-2022	Sign. & Date	22-03-2022

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

APPROVED
22 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

Mehta & Modi Realty Kowkur LLP

Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3

DC No	19459
DC Date	23-03-2022
PO No.	86657
PO Date	22-03-2022
Req ID	74879
Req Date	22-03-2022
Loc Req No	141302

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	10
2	7563 - Stationery - other - Pencil - NA - boxes	4421	1
3	7585 - Stationery - other - Sharpner - NA - nos	8214	5
4	7523 - Stationery - other - Eraser - NA - nos		5
5	7528 - Stationery - other - Fevistick - NA - nos	9608	6
6	7544 - Stationery - other - Marker - NA - nos	9608	20
7	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4
8	7593 - Stationery - other - Stapler - other - nos	9608	1
9	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
10			
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INWARD

Inward No: 2285 Dt: 23/03/22

MRN No: 105256 Dt: 24/3/22

Received By:

MEHTA & MODI ... LLP

16:03

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP

INWARD

No: 78216

Date: 24/3

Sign:

for Summit Sales LLP

Authorised signatory