PURCHASE DIVISION

Advice for approval for credit to supplier

8

Date:	5/4/22	Prepared by	Prabhakar	Serial no.	2851
Supplier name	SSLLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	31/3/22	PO/WO No.	86911	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22921	1/4/22	6,548.99	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,548.99
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105681 — 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:	6,548.99
Amount E – PO / WO value:	7,754.99
Amount F – Difference (A – E):	1,206/-
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	11/4/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date		07 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 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

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	Invoice No.	22921
Modi Properties Private Limited,.	Invoice Date.	01-04-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	86911
	PO Date.	31-03-2022
	Req ID	75155
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	30-03-2022
	Loc Req No	178475

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4001 - Consumables - Air Freshner - NA - nos	3307	8	86.00	688.00	18	123.84
	Room Freshners						
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	159.60	638.40	18	114.92
	1ltrs						
3	4001 - Consumables - Air Freshner - NA - nos	3307	6	48.00	288.00	18	51.84
	Odonil						
4	4040 - Consumables - Mopping Cloth - NA - nos	6307	40	15.75	630.00	5	31.50
	White-20 Yellow-20						
5	4022 - Consumables - Dettol - NA - nos	3401	6	86.00	516.00	18	92.88
6	4000 - Consumables - Acid - NA - ltrs	2806	24	21.00	504.00	18	90.72
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	5	55.00	275.00	18	49.50
8	4014 - Consumables - Colin - 500ml - nos	3402	12	88.00	1,056.00	18	190.08
9	4041 - Consumables - Mopping stick - NA - nos	9603	8	128.00	1,024.00	18	184.32
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	5,619.40	929.60
	464.80	464.80	Total Invoice Amount	6,548.99	

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

SUMMIT SALES LLP R.R. DIST. IN WARD No. 92891 Date: 1/4/22 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 31-03-2022 11:59:59

86911
16.03.22 2:13:37

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP	**Doc No**	86911	178475
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	31-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	31-03-2022	
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	4001 - Consumables - Air Freshner - NA - nos *Room Freshners*	8.00	86.00	0.00	18.00	811.84
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs *1ltrs*	4.00	159.60	0.00	18.00	753.31
3	4001 - Consumables - Air Freshner - NA - nos *Odonil*	6.00	48.00	0.00	18.00	339.84
4	4040 - Consumables - Mopping Cloth - NA - nos *White-20 Yellow-20*	40.00	15.75	0.00	5.00	661.50
5	4022 - Consumables - Dettol - NA - nos	6.00	86.00	0.00	18.00	608.88
6	4000 - Consumables - Acid - NA - ltrs	30.00	21.00	0.00	18.00	743.40
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	5.00	55.00	0.00	18.00	324.50
8	4014 - Consumables - Colin - 500ml - nos	12.00	88.00	0.00	18.00	1,246.08
9	4041 - Consumables - Mopping stick - NA - nos	15.00	128.00	0.00	18.00	2,265.60
					Total Order Value . . .	**7,754.95**

Rupees : Seven Thousand Seven Hundred Fifty Four and Paise Ninty Five Only.

Terms and Conditions :-

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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

31-03-2022 11:59:59
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 cleaning purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	30.03.2022
Site & Phase :	May Flower Platinum	Time:	11:50
Supplier		Req.No.	178475
Material required before date:	03.04.2022	ID No.	75155

No	Description	Size	Quantity	Units	Inward No	Date
1	Room freshener	std	10	No's		
2	Lizol bottle	Std	05	No's		
3	Odonil	Std	06	No's		
4	Yellow cloth	std	20	No's		
5	White cloth	std	20	No's		
6	Hand wash (Santoor) 86911	std	06	No's		
7	Acid bottles	std	30	No's		
8	Harpic	Std	06	No's		
9	Colin	Std	12	No's		
10	Mopping Stick	Std	20	No's		

Remarks: Towards site office & flats cleaning works purpose.

Prepared By	A.Sravani	Approved by	S.V.Subba Reddy
Sign.& Date	30.03.2022	Sign. & Date	

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

APPROVED
31 MAR 2022
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 Properties Private Limited,.

Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	19588
DC Date.	01-04-2022
PO No.	86911
PO Date.	31-03-2022
Req ID	75155
Req Date	30-03-2022
Loc Req No	178475

	Description of Goods	HSN/SAC	Qty
1	4001 - Consumables - Air Freshner - NA - nos	3307	8
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
3	4001 - Consumables - Air Freshner - NA - nos	3307	6
4	4040 - Consumables - Mopping Cloth - NA - nos	6307	40
5	4022 - Consumables - Dettol - NA - nos	3401	6
6	4000 - Consumables - Acid - NA - ltrs	2806	24
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	5
8	4014 - Consumables - Colin - 500ml - nos	3402	12
9	4041 - Consumables - Mopping stick - NA - nos	9603	8
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INWARD
Inward No: 1899 Dt: 01.04.22
... No: 10568 Dt:
Received By: Sign:
... PROPERTIES PVT. LTD. Sy.No. 82/1.

SUMMIT SALES LLP
IN WARD
No: 79016
Date: 7/4
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction