PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	16/4/22	Prepared by	Kavitha	Serial no.	3199
Supplier name	Summit Sales llp			HO inward no.	
Firm/Company	GHT	Project	GHT	HO received date	
PO/WO date	13/4/22	PO/WO No.	87381	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23112	14/4/22	4,9071-	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,9071-

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

MRN nos.:	106141	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:	4,9071-
Amount E – PO / WO value:	4,9071-
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	25/04/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:	Kavitha	19 APR 2022			
Date	16/4/22	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.

ORIGINAL INVOICE

TAX 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.	23112
Mehta & Modi Realty Kowkur LLP	Invoice Date.	14-04-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	87381
	PO Date.	13-04-2022
	Req ID	75560
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	12-04-2022
	Loc Req No	141385

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	30	3.50	105.00	18	18.90
	Blue-25 Red-10						
2	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
3	7529 - Stationery - other - File Folders - NA - nos		200	5.50	1,100.00	18	198.00
	A3						
4	7529 - Stationery - other - File Folders - NA - nos		200	5.50	1,100.00	18	198.00
	A4						
5	7584 - Stationery - other - Scribbling Pads - other -		8	15.00	120.00	18	21.60
6	4108 - Consumables - Water Bottle - NA - Nos		6	52.00	312.00	18	56.16
7	9561 - Tools - Scissors - other - nos	9018	3	55.00	165.00	18	29.70
8	7544 - Stationery - other - Marker - NA - nos	9608	10	16.00	160.00	18	28.80
	Black						
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	344.88	344.88	Total Taxable Amount	4,217.00	689.76
			Total Invoice Amount	4,906.76	

Rupees : Four Thousand Nine Hundred Six and Paise Seventy Six Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93340 Date: 14/4 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 13-04-2022 15:41:07

87381
04.04.22 1:33:44

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	87381	141385
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	13-04-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-04-2022	
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	7560 - Stationery - other - Pen - NA - nos *Blue-25 Red-10*	30.00	3.50	0.00	18.00	123.90
2	7555 - Stationery - other - Paper - A4 - bundles	5.00	231.00	0.00	12.00	1,293.60
3	7529 - Stationery - other - File Folders - NA - nos *A3*	200.00	5.50	0.00	18.00	1,298.00
4	7529 - Stationery - other - File Folders - NA - nos *A4*	200.00	5.50	0.00	18.00	1,298.00
5	7584 - Stationery - other - Scribbling Pads - other - nos	8.00	15.00	0.00	18.00	141.60
6	4108 - Consumables - Water Bottle - NA - Nos	6.00	52.00	0.00	18.00	368.16
7	9561 - Tools - Scissors - other - nos	3.00	55.00	0.00	18.00	194.70
8	7544 - Stationery - other - Marker - NA - nos *Black*	10.00	16.00	0.00	18.00	188.80
					Total Order Value . . .	**4,906.76**

Rupees : Four Thousand Nine Hundred Six and Paise Seventy Six 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 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

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for site office use purpose.

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

Authorised Signatory

Name : 14/04/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 13-04-2022 15:41:07 Original / Office Copy / Purchase Div.Copy

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 : 14/04/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	12-04-2022
Site & Phase :	GHT	Time:	17:46
Supplier		Req. No.	141385
Material required before date:	13-04-2022	ID No.	75560

No	Description	Size	Quantity	Units	Inward No	Date
1.	Blue pen's	Std	02	Boxes		
2	Red pen's	Std	02	Boxes		
3	Black marker's	Std	02	Boxes		
4.	Scissors	Small	03	Nos		
5	Paper bundle's 87381	A4	05	Bundles		
6	A3 size covers	A3	02	Packets		
7	A4 size covers	A4	02	Packets		
8	Note pad's	Std	08	Nos		
9	Plastic bottles	Std	06	Nos		

Remarks: - For ght site office purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	12-04-2022	Sign. & Date	12-04-2022

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

APPROVED
14 APR 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	DC No.	19767
Sy No. 196, Kowkur, Hyderabad, 500010	DC Date.	14-04-2022
	PO No.	87381
	PO Date.	13-04-2022
	Req ID	75560
	Req Date	12-04-2022
GSTIN : 36ABLFM7631F1Z3	Loc Req No	141385

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	30
2	7555 - Stationery - other - Paper - A4 - bundles	4810	5
3	7529 - Stationery - other - File Folders - NA - nos		200
4	7529 - Stationery - other - File Folders - NA - nos		200
5	7584 - Stationery - other - Scribbling Pads - other - nos		8
6	4108 - Consumables - Water Bottle - NA - Nos		6
7	9561 - Tools - Scissors - other - nos	9018	3
8	7544 - Stationery - other - Marker - NA - nos	9608	10
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INWARD
Inward No: 12404 Dt: 14/04/22
MRN No: 10614 Dt: 15/4/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

14:47

SUMMIT SALES LLP R.R. DIST.
INWARD No: 79237 Date: 16/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction