

PURCHASE DIVISION
Advice for approval for credit to supplier

②

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	4,907/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				4,907/-	
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:				4,907/-	
Amount E - PO / WO value:				4,907/-	
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:					
Sign:	Kavitha	19 APR 2022			
Date	16/4/22	MINISH PARIKH			
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 weightment 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.

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

1 of 1

Customer Details				Invoice No.		23112	
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010 GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F				Invoice Date.		14-04-2022	
				PO No.		87381	
				PO Date.		13-04-2022	
				Req ID		75560	
				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 Blue-25 Red-10	9608	30	3.50	105.00	18	18.90
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 A3		200	5.50	1,100.00	18	198.00
4	7529 - Stationery - other - File Folders - NA - nos A4		200	5.50	1,100.00	18	198.00
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 Black	9608	10	16.00	160.00	18	28.80
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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.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

Purchase Order

Page(s) 1 Of 2

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	87381	141385
Doc Date	13-04-2022	
Quote No	Nil	
Quote Date	13-04-2022	
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-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

Penalty 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

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

13-04-2022 15:41:07

Original / Office Copy / Purchase Div.Copy

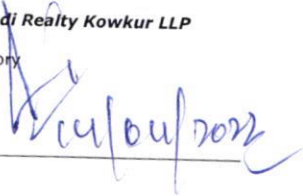
Completion Date NA
Measurment NA
Security Nil
Remarks

'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	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.



DELIVERY CHALLAN

Summit Sales LLP

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

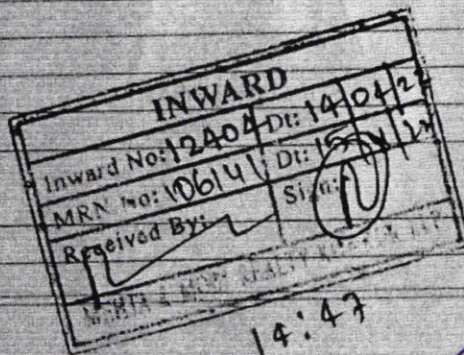
Email: purchase@modiproperties.com

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Supplier / Customer / Transporter - Copy

GSTIN/UNE: 36ACQFS2044C1Z7

Customer Details		DC No.	19767
Mehta & Modi Realty Kowkur LLP		DC Date.	14-04-2022
Sy No. 196, Kowkur, Hyderabad, 500010		PO No.	87381
		PO Date.	13-04-2022
		Req ID	75560
		Req Date	12-04-2022
		Loc Req No	141385
GSTIN: 36ABLFM7631F1Z3		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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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction