

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date:	26/04/22	Prepared by	Ramya	Serial no.	3442
Supplier name	SSLLP			HO inward no.	
Firm/Company	MRPLP	Project	NAH	HO received date	
PO/WO date	19/04/22	PO/WO No.	87528	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	23236	23/04/22	413/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				413/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	106454	Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				413/-	
Amount E – PO / WO value:				413/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		02/05/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ramya				
Sign:					
Date	26/04/22				
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.

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.	23236	
Modi Realty Pocharam LLP Nilgiri Heights, Pocharam, 500088 GSTIN : 36ABIFM1836H1Z7 PAN ABIFM1836H				Invoice Date.	23-04-2022	
				PO No.	87528	
				PO Date.	19-04-2022	
				Req ID	75725	
				Req Date	19-04-2022	
				Loc Req No	181929	
Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1 7560 - Stationery - other - Pen - NA - nos Black-15 Red-5	9608	20	3.50	70.00	18	12.60
2 7505 - Stationery - other - Binder Clips - other -	8805	5	42.00	210.00	18	37.80
3 7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
4 7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
IGST	CGST	SGST	Total Taxable Amount	352.00		60.84
	30.42	30.42	Total Invoice Amount	412.84		

Rupees : Four Hundred Twelve and Paise Eighty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 1

19-04-2022 16:08:50



Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secundera
G S T No. : 36ABIFM1836H1Z7

87528
20.04.22 3:07:37

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	87528	181929
Doc Date	19-04-2022	
Quote No	Nil	
Quote Date	19-04-2022	
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 Black-15 Red-5	20.00	3.50	0.00	18.00	82.60
2 7505 - Stationery - other - Binder Clips - other - boxes	5.00	42.00	0.00	18.00	247.80
3 7594 - Stationery - other - Stapler pin - other - boxes small	5.00	6.00	0.00	18.00	35.40
4 7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
Total Order Value . . .					412.84

Rupees : Four Hundred Twelve and Paise Eighty Four 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 Nilgiri Heights
pocharam
Phone. .9849497484
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
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 **Modi Realty Pocharam LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		19-04-2022	
Site & Phase :		Niligiri Heights		Time:		12:13	
Supplier:		SSLLP		Req. No.		181929	
Material required before date:			Urgent		ID No.		75725
No	Description	Size	Quantity	Units	Inward No	Date	
1	Marker (black & red)	std	20	No's			
2	Paper clips	Small	05	No's			
3	Stapler	Small	05	No's			
4	Pencil	Std	01	box			
5							
6							
7							
8							
9							
10							
Remarks: for site office use							
Prepared By		S.Sharvani		Approved by			
Sign.& Date		19.04.22		Sign. & Date			

87528

P.A.

APPROVED

21 APR 2022

P. PRADHANA
Sr. MANAGER PURCHASE

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

Summit Sales LLP

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

Email: purchase@modiproperties.com

1 of 1 : 23-04-2022

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		DC No.	19869
Modi Realty Pocharam LLP		DC Date.	23-04-2022
Nilgiri Heights, Pocharam, 500088		PO No.	87528
		PO Date.	19-04-2022
		Req ID	75725
		Req Date	19-04-2022
GSTIN : 36ABIFM1836H1Z7		Loc Req No	181929
	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
3	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
4	7563 - Stationery - other - Pencil - NA - boxes	4421	1
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Subject to Hyderabad Jurisdiction

INWARD	
Ward No: 11226	Dt: 23/04/22
RN No: 10649	Dt: 26/4/24
Received By: <i>Bhob</i>	Sign: <i>[Signature]</i>
NILGIRI HEIGHTS	

for Summit Sales LLP



[Signature]