PURCHASE DIVISION

Advice for approval for credit to supplier

(6)

Date:	5/05/22	Prepared by	Vanajakshi	Serial no.	- 3740
Supplier name	SSLLP			HO inward no.	
Firm/Company	M&M ELLP	Project	GHT	HO received date	
PO/WO date	28/04/22	PO/WO No.	87783	Scan ID.	

Sl no	Bill no.	Bill date	Bill amount	Original attached
1.	23424	2/05/22	4,526.10/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	4,526.10/-

Proof of delivery by way of: ☐ DC's/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	106731	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:	4,526.10/-
Amount E – PO / WO value:	5,376.12/-
Amount F – Difference (A – E):	850/-
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	9/05/22
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	5/05/22				
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.

Requisition Form

Company Name:	MMR Kowkur llp	Date:	27-04-2022
Site & Phase :	GHT	Time:	10:58
Supplier		Req. No.	141422
Material required before date: 28-04-2022		ID No.	75980

No	Description	Size	Quantity	Units	Inward No	Date
1	Sponges	Std	03	Dozens		
2	Bombay brooms	Big	6	Nos		
3	Bombay brooms	Small	06	Nos		
4	Coconut brooms	Big	02	Dozens		
5	Mopping cloth	Std	02	Dozens		
6	Cleaning cloth 87783	Std	02	Dozens		
7	Colin	500ml	06	Nos		
8	Lizol floor cleaner	500ml	06	Nos		
9	Mopping sticks	Std	03	Nos		
0	Room freshner's	Std	06	Nos		
11	Gampa's	Small	08	Nos		

Remarks: - For ght site Office&Misc work purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	27-04-2022	Sign. & Date	27-04-2022

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

30 APR 2022

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/UNE: 36ACQFS2044C1Z7

Customer Details

Mehta & Modi Realty Kowkur LLP
Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN 36ABLFM7631F1Z3

DC No	26014
DC Date	02-05-2022
PO No	87783
PO Date	28-04-2022
Req ID	75980
Req Date	27-04-2022
Loc Req No	141422

	Description of Goods	HSN/SAC	Qty
1	4057 - Consumables - Sponges - NA - nos	3921	36
2	4003 - Consumables - Bombay Broom - Big - nos	9603	6
3	4080 - Consumables - Bombay Brooms - Other - Nos	9603	6
4	4009 - Consumables - Coconut Broom - other - nos	9603	24
5	4040 - Consumables - Mopping Cloth - NA - nos	6307	24
6	4014 - Consumables - Colin - 500ml - nos	3402	6
7	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
8	4001 - Consumables - Air Freshner - NA - nos	3307	6
9	2148 - Carpentry - hardware - Plastic gampa - other - nos	3926	8
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INWARD
Inward No: 12490 Dt: 02/05/22
MRN No: 106731 Dt: 02/05/22
Received By:
MEHTA & MODI REALTY
14:30

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
R.R. DIST.
INWARD
No: 79587
Date: 5/5
Sign: