E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/5/22	Prepared by	Kavitha	Serial no.	3952
Supplier name	Summit Sales llp			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	28/4/22	PO/WO No.	87783	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23547	10/5/22	850/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	850/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 107066	Proof of delivery matches MRN ☑ Yes ☐ No
Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	8 —
Amount D (D=A+B-C) – Amount to be credited to the supplier:	850/-
Amount E – PO / WO value:	51376/-
Amount F – Difference (A – E):	41526/-
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	16/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	10/5/22				
Date					
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.

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		Invoice No.	23547
Mehta & Modi Realty Kowkur LLP		Invoice Date.	10-05-2022
Sy No. 196, Kowkur, Hyderabad, 500010		PO No.	87783
		PO Date.	28-04-2022
		Req ID	75980
		Req Date	27-04-2022
GSTIN : 36ABLFM7631F1Z3	PAN ABLFM7631F	Loc Req No	141422

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4040 - Consumables - Mopping Cloth - NA - nos	6307	24	15.75	378.00	5	18.90
	White-24 Yellow-24						
2	4041 - Consumables - Mopping stick - NA - nos	9603	3	128.00	384.00	18	69.12
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	762.00	88.02
	44.01	44.01	Total Invoice Amount	850.02	

Rupees : Eight Hundred Fifty and Paise Two Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94275 Date: 10/5 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 30-04-2022 12:23:28

87783
20.04.22 3:07:38

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

Supplier Details			
Summit Sales LLP	**Doc No**	87783	141422
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-04-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-04-2022	
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	4057 - Consumables - Sponges - NA - nos	36.00	9.00	0.00	18.00	382.32
2	4003 - Consumables - Bombay Broom - Big - nos	6.00	88.20	0.00	0.00	529.20
3	4080 - Consumables - Bombay Brooms - Other - Nos	6.00	10.00	0.00	0.00	60.00
4	4009 - Consumables - Coconut Broom - other - nos	24.00	15.75	0.00	18.00	446.04
5	4040 - Consumables - Mopping Cloth - NA - nos *White-24 Yellow-24*	48.00	15.75	0.00	5.00	793.80
6	4014 - Consumables - Colin - 500ml - nos	6.00	88.00	0.00	18.00	623.04
7	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	82.00	0.00	18.00	580.56
8	4041 - Consumables - Mopping stick - NA - nos	3.00	128.00	0.00	18.00	453.12
9	4001 - Consumables - Air Freshner - NA - nos *Room freshners*	6.00	45.00	0.00	18.00	318.60
10	2148 - Carpentry - hardware - Plastic gampa - other - nos	8.00	126.00	0.00	18.00	1,189.44
					Total Order Value . . .	**5,376.12**

Rupees : Five Thousand Three Hundred Seventy Six and Paise Twelve Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	23424	2/05/22	4,526.10/-
2.			
3.			
4.			
5.			

Blnc: 850/-

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

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

Authorised Signatory

30/04/2022

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

 30-04-2022 12:23:28 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site works purpose.
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 : 30/04/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

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		
10	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.

APPROVED

30 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	20107
Sy No. 196, Kowkur, Hyderabad, 500010	DC Date	10-05-2022
	PO No	87783
	PO Date	28-04-2022
	Req ID	75980
	Req Date	27-04-2022
GSTIN : 36ABLFM7631F1Z3	Loc Req No	141422

	Description of Goods	HSN/SAC	Qty
1	4040 - Consumables - Mopping Cloth - NA - nos	6307	24
2	4041 - Consumables - Mopping stick - NA - nos	9603	3
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20	INWARD		
21	Inward No: 12522 Dt: 10/05/22		
22	MRN No: 107066 Dt: 11/5/22		
23	Received By: Sign:		
24			
25	MEHTA & MODI REALTY KOWKUR LLP		
26	15:23		
27			
28			
29			
30			

SUMMIT SALES LLP
INWARD
No: 79755
Date: 12/5
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction