PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/05/22	Prepared by	Kavitha	Serial no.	4049
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPL	Project	MPL	HO received date	
PO/WO date	25/4/22	PO/WO No.	87702	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23312	27/4/22	7,266/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,266/-

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

MRN nos.:	106637	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:	7,266/-
Amount E – PO / WO value:	7,266/-
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	23/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	12/5/22				
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 ORIGINAL INVOICE

#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.	23312
Modi Properties Private Limited,.	Invoice Date.	27-04-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	87702
	PO Date.	25-04-2022
	Req ID	75900
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	23-04-2022
	Loc Req No	178519

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4046 - Consumables - Phinyle - 1Ltr - nos	2907	10	52.00	520.00	18	93.60
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	5	82.00	410.00	18	73.80
3	4065 - Consumables - Vim bar - NA - nos	3405	5	45.00	225.00	18	40.50
4	4022 - Consumables - Dettol - NA - nos hand wash	3401	10	86.00	860.00	18	154.80
5	4022 - Consumables - Dettol - NA - nos soap big	3401	0	86.00	0.00	18	0.00
6	4108 - Consumables - Water Bottle - NA - Nos		6	52.00	312.00	18	56.16
7	4000 - Consumables - Acid - NA - ltrs bottles	2806	50	21.00	1,050.00	18	189.00
8	4041 - Consumables - Mopping stick - NA - nos	9603	10	128.00	1,280.00	18	230.40
9	4001 - Consumables - Air Freshner - NA - nos Room frshener	3307	15	86.00	1,290.00	18	232.20
10	7560 - Stationery - other - Pen - NA - nos blue	9608	60	3.50	210.00	18	37.80
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	6,157.00		1,108.26
	554.13	554.13	Total Invoice Amount	7,265.26		

Rupees : Seven Thousand Two Hundred Sixty Five and Paise Twenty Six Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93795 Date: 27/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 26-04-2022 14:50:00

87702
20.04.22 3:07:38

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	87702	178519
	Doc Date	25-04-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-04-2022	
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	4046 - Consumables - Phinyle - 1Ltr - nos	10.00	52.00	0.00	18.00	613.60
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	5.00	82.00	0.00	18.00	483.80
3	4065 - Consumables - Vim bar - NA - nos	5.00	45.00	0.00	18.00	265.50
4	4022 - Consumables - Dettol - NA - nos *hand wash*	10.00	86.00	0.00	18.00	1,014.80
5	4108 - Consumables - Water Bottle - NA - Nos	6.00	52.00	0.00	18.00	368.16
6	4000 - Consumables - Acid - NA - ltrs *bottles*	50.00	21.00	0.00	18.00	1,239.00
7	4041 - Consumables - Mopping stick - NA - nos	10.00	128.00	0.00	18.00	1,510.40
8	4001 - Consumables - Air Freshner - NA - nos *Room frshener*	15.00	86.00	0.00	18.00	1,522.20
9	7560 - Stationery - other - Pen - NA - nos *blue*	60.00	3.50	0.00	18.00	247.80
				Total Order Value . . .		**7,265.26**

Rupees : Seven Thousand Two Hundred Sixty Five and Paise Twenty Six Only.

Terms and Conditions :-

Specification / Brand	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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Purchase Order

 26-04-2022 14:50:00 Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above material order site office & flats cleaning work 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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	23.03.2022
Site & Phase :	May Flower Platinum	Time:	11:50
Supplier		Req.No.	178519
Material required before date: 27.03.2022		ID No.	75900

No	Description	Size	Quantity	Units	Inward No	Date
1	Phenyl	std	10	No's		
2	Lizol bottle	Std	05	No's		
3	Vim bar	std	05	No's		
4	Dettol hand wash 87702	std	10	No's		
5	Dettol Soap	Big	03	No's		
6	Water bottles	std	6	No's		
7	Acid bottles	std	50	No's		
8	Blue Pen	Std	5	Box's		
9	Moping stick	Std	10	No's		
10	Room freshener	Std	15	No's		

Remarks: Towards site office & flats cleaning works purpose.

Prepared By	A.Sravani	Approved by	S.V.Subba Reddy
Sign.& Date	23.03.2022	Sign. & Date	

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

APPROVED

25 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	DC No.	19935
Modi Properties Private Limited,.	DC Date.	27-04-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	87702
	PO Date.	25-04-2022
	Req ID	75900
	Req Date	23-04-2022
GSTIN : 36AABCM4761E1ZM	Loc Req No	178519

	Description of Goods	HSN/SAC	Qty
1	4046 - Consumables - Phinyle - 1Ltr - nos	2907	10
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	5
3	4065 - Consumables - Vim bar - NA - nos	3405	5
4	4022 - Consumables - Dettol - NA - nos	3401	10
5	4022 - Consumables - Dettol - NA - nos	3401	0
6	4108 - Consumables - Water Bottle - NA - Nos		6
7	4000 - Consumables - Acid - NA - ltrs	2806	50
8	4041 - Consumables - Mopping stick - NA - nos	9603	10
9	4001 - Consumables - Air Freshner - NA - nos	3307	15
10	7560 - Stationery - other - Pen - NA - nos	9608	60
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INWARD
Inward No: 1912 Dt: 27/04/22
MRN No: 106637 Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

SUMMIT SALES LLP
IN WARD
No: 79786
Date: 13/5
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction