PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/05/22	Prepared by	Kavitha	Serial no.	4050
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.	87700	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23313	27/4/22	3,225/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,225/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106636	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:	3,225/-
Amount E – PO / WO value:	3,225/-
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:	12/05/22				
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.

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

Modi Properties Private Limited,.
Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM PAN AABCM4761E

Invoice No.	23313
Invoice Date.	27-04-2022
PO No.	87700
PO Date.	25-04-2022
Req ID	75898
Req Date	23-04-2022
Loc Req No	178521

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4008 - Consumables - Cleaning Cloth - other - nos yellow	6307	30	16.80	504.00	5	25.20
2	4008 - Consumables - Cleaning Cloth - other - nos white	6307	30	16.80	504.00	5	25.20
3	4001 - Consumables - Air Freshner - NA - nos odonil	3307	10	45.00	450.00	18	81.00
4	4006 - Consumables - Bucket - other - nos with mug	7310	6	231.00	1,386.00	18	249.48
5							
6							
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IGST	CGST	SGST			
	190.44	190.44	Total Taxable Amount	2,844.00	380.88
			Total Invoice Amount	3,224.88	

Rupees : Three Thousand Two Hundred Twenty Four and Paise Eighty Eight Only.

for Summit Sales LLP

SUMMIT SALES LLP
IN WARD
No: 93796
Date: 27/21
Sign:
R.R. DIST.

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 25-04-2022 12:04:39 Ori

87700

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	**Doc No**	87700	178521
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**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	4008 - Consumables - Cleaning Cloth - other - nos *yellow*	30.00	16.80	0.00	5.00	529.20
2	4008 - Consumables - Cleaning Cloth - other - nos *white*	30.00	16.80	0.00	5.00	529.20
3	4001 - Consumables - Air Freshner - NA - nos *odonil*	10.00	45.00	0.00	18.00	531.00
4	4006 - Consumables - Bucket - other - nos *with mug*	6.00	231.00	0.00	18.00	1,635.48
				Total Order Value . . .		**3,224.88**

Rupees : Three Thousand Two Hundred Twenty Four and Paise Eighty Eight 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
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above material site 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

25/04/2022

Name : ______

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	23.04.2022
Site & Phase :	May Flower Platinum	Time:	11:50
Supplier		Req.No.	178521
Material required before date: 27.04.2022		ID No.	75898

No	Description	Size	Quantity	Units	Inward No	Date
1	Cleaning cloth yellow	Std	30	No's		
2	Cleaning cloth white	Std	30	No's		
3	Odonil	Std	10	No's		
4	Plastic bucket	Std	06	No's		
5	Plastic mug 87700	Std	06	No's		
6						
7						
8						
9						
10						

Remarks: Towards site works purpsoe .

APPROVED
25 APR 2022
MANISH PARIKH
MANAGER PROCUREMENT

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.

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

Modi Properties Private Limited,.
Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	19936
DC Date.	27-04-2022
PO No.	87700
PO Date.	25-04-2022
Req ID	75898
Req Date	23-04-2022
Loc Req No	178521

	Description of Goods	HSN/SAC	Qty
1	4008 - Consumables - Cleaning Cloth - other - nos	6307	30
2	4008 - Consumables - Cleaning Cloth - other - nos	6307	30
3	4001 - Consumables - Air Freshner - NA - nos	3307	10
4	4006 - Consumables - Bucket - other - nos	7310	6
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INWARD
Inward No: 1912 Dt: 27/04/22
MRN No: 106636 Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 29787
Date: 13/5
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction