PURCHASE DIVISION
Advice for approval for credit to supplier

5/22	Prepared by	Manoj	Serial no.	3855
SSLLP			HO inward no.	
MPPL	Project	HO	HO received date	
30/4/22	PO/WO No.	87866	Scan ID.	

Bill no.	Bill date	Bill amount	Original attached
23467	5/5/22	218.30/-	☑ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
Bills total (Excluding Transport & Hamali Charges):			218.30/-

delivery by way of: ☑ DCs/bill ☐ Steel report ☐ KMC pour report ☐ Solid block report ☐ Installation report

—	Proof of delivery matches MRN	☑ Yes ☐ No

ount B – Other Credits : Transportation charges	—
mount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	218/-
Amount E – PO / WO value:	218/-
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	16/5/22
Remarks	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
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

ORIGINAL INVOICE

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

Customer Details	Invoice No.	23467
Modi Properties Pvt. Ltd.	Invoice Date.	05-05-2022
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	87866
	PO Date.	30-04-2022
	Req ID	75810
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	20-04-2022
	Loc Req No	198003

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2100 - Carpentry - hardware - Fischer - 6mm - pkts	3926	1	185.00	185.00	18	33.30
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	185.00		33.30
	16.65	16.65	Total Invoice Amount	218.30		

Rupees : Two Hundred Eighteen and Paise Thirty Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 94070 Date: 5/5/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 30-04-2022 4:16:39 PM

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

87866
20.04.22 3:07:39

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	87866	198003
	Doc Date	30-04-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-04-2022	
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	2100 - Carpentry - hardware - Fischer - 6mm - pkts	1.00	185.00	0.00	18.00	218.30
					Total Order Value . . .	**218.30**

Rupees : Two Hundred Eighteen and Paise Thirty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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 CC Cemaras installation at head office 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:	MPPL	Date:	20-04-2022
Site & Phase :	Head office	Time:	10:30 AM
Supplier		Req. No.	198003
Material required before date:	Urgent	ID No.	75810

No	Description	Size	Quantity	Units	Inward No	Date
1	4 WAY PVC SURFACE BOX	STD	10	NOS		
2	2.5 SQM 3 CORE ROUND CABLE	90 M	05	NOS	87865	
3	FEMALE plug	2 PINS	10	NOS		
4	FISHERS	6mm	01	box	87866	
5	Wooden screws	4"	01	pack		

Remarks : CC Camaras installation at head office.

Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	20- 04-2022	Sign. & Date	

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

APPROVED BY
21 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☑ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

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.	20056
Modi Properties Pvt. Ltd.	DC Date.	05-05-2022
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	87866
	PO Date.	30-04-2022
	Req ID	75810
GSTIN : 36AABCM4761E1ZM	Req Date	20-04-2022
	Loc Req No	198003

	Description of Goods	HSN/SAC	Qty
1	2100 - Carpentry - hardware - Fischer - 6mm - pkts	3926	1
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 113 Dt: 18/5/22
MRN No:
Received By: Samarth
MODI PROPERTIES

Material Received
05/11/22

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 7981
Date: 14/5
Sign:

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory