PURCHASE DIVISION
Advice for approval for credit to supplier

e

Date:	17/5/22	Prepared by	Mon	Serial no.	4244
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	14/5/22	PO/WO No.	88262	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23651	16/5/22	1,046.99/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,046.99/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	107278	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:	1,047/-
Amount E – PO / WO value:	1,047/-
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Mon				
Sign:	Moni				
Date	17/5/22				
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.

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	23651
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	16-05-2022
	PO No.	88262
	PO Date.	14-05-2022
	Req ID	76417
	Req Date	13-05-2022
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Loc Req No	141464

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	18	12.60
	Blue						
2	7585 - Stationery - other - Sharpner - NA - nos	8214	5	3.00	15.00	12	1.80
3	7523 - Stationery - other - Eraser - NA - nos		5	1.50	7.50	18	1.36
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
6	7544 - Stationery - other - Marker - NA - nos	9608	20	16.00	320.00	18	57.60
	Black						
7	7533 - Stationery - other - Highlighter - NA - nos	9608	6	20.00	120.00	12	14.40
8	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4	21.00	84.00	18	15.12
9	7593 - Stationery - other - Stapler - other - nos	9608	2	36.50	73.00	18	13.14
	small						
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	6.00	30.00	18	5.40
	small						
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	903.50	143.50
	71.75	71.75	Total Invoice Amount	1,046.99	

Rupees : One Thousand Fourty Six and Paise Ninty Nine Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99468
Date: 16/5
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 14-05-2022 13:35:24

88262
27.04.22 12:24:13

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

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	88262	141464
Doc Date	14-05-2022	
Quote No	Nil	
Quote Date	14-05-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	18.00	82.60
2	7585 - Stationery - other - Sharpner - NA - nos	5.00	3.00	0.00	12.00	16.80
3	7523 - Stationery - other - Eraser - NA - nos	5.00	1.50	0.00	18.00	8.85
4	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
5	7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
6	7544 - Stationery - other - Marker - NA - nos *Black*	20.00	16.00	0.00	18.00	377.60
7	7533 - Stationery - other - Highlighter - NA - nos	6.00	20.00	0.00	12.00	134.40
8	7605 - Stationery - other - Whitner Pen - NA - nos	4.00	21.00	0.00	18.00	99.12
9	7593 - Stationery - other - Stapler - other - nos *small*	2.00	36.50	0.00	18.00	86.14
10	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
	Rupees : One Thousand Fourty Six and Paise Ninty Nine Only.			**Total Order Value . . .**		**1,046.99**

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.

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

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 14-05-2022 13:35:24

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Sales & site 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	13-05-2022
Site & Phase :	GHT	Time:	11:41
Supplier		Req. No.	141464
Material required before date:	16-05-2022	ID No.	76417

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Std	01	Box		
2	Pencils	Std	02	Box		
3.	Sharpener's	Std	10	Nos		
4	Erasers	Std	10	Nos		
5	Fevi stik 88262	Small	06	Nos		
6	Black markers	Std	02	Boxes		
7	High lighters (Yellow)	Std	06	Nos		
8	Whiteners	Std	06	Nos		
9	Stapler	Small	02	Nos		
10	Stapler pins	Small	05	Boxes		

Remarks: - For sale's&site office purpose

Prepared By	P.Sneha	Approved by	A Suresh
Sign.& Date	13-05-2022	Sign. & Date	13-05-2022

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		
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010 GSTIN : 36ABLFM7631F1Z3	DC No.	20202
	DC Date.	16-05-2022
	PO No.	88262
	PO Date	14-05-2022
	Req ID	76417
	Req Date	13-05-2022
	Loc Req No	141464

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7585 - Stationery - other - Sharpner - NA - nos	8214	5
3	7523 - Stationery - other - Eraser - NA - nos		5
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2
5	7528 - Stationery - other - Fevistick - NA - nos	9608	5
6	7544 - Stationery - other - Marker - NA - nos	9608	20
7	7533 - Stationery - other - Highlighter - NA - nos	9608	6
8	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4
9	7593 - Stationery - other - Stapler - other - nos	9608	2
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
11			
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INWARD
Inward No: 12547 Dt: 16/05/22
MRN No: 107278 Dt: 31/05/22
Received By:
MEHTA & MODI REALTY KOWKUR LLP
14:59

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 79938
Date: 17/5
Sign:
R.R. DIST.