

PURCHASE DIVISION  
Advice for approval for credit to supplier



|                        |  |                    |  |                  |  |
|------------------------|--|--------------------|--|------------------|--|
| Date: 11/6/22          |  | Prepared by: Deepa |  | Serial no. 4650  |  |
| Supplier name: S S LHP |  |                    |  | HO inward no.    |  |
| Firm/Company: mmprkhl  |  | Project: GHT       |  | HO received date |  |
| PO/WO date: 27/5/22    |  | PO/WO No. 88681    |  | Scan ID.         |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                                   |
|--------|----------|-----------|-------------|---------------------------------------------------------------------|
| 1.     | 23877    | 30/5/22   | 271.40      | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 2.     |          |           |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

Amount A – Bills total (Excluding Transport & Hamali Charges): 271.40

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

|                  |                               |                                                                     |
|------------------|-------------------------------|---------------------------------------------------------------------|
| MRN nos.: 107940 | Proof of delivery matches MRN | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------|-------------------------------|---------------------------------------------------------------------|

Amount B – Other Credits : Transportation charges: —

Amount C – Other Debits : —

Amount D (D=A+B-C) – Amount to be credited to the supplier: 271.40

Amount E – PO / WO value: 271.40

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: 6/6/22

Remarks: final bill

| Approved by    | Purchase Officer | Purchase Manager | M D        | Accountant | Accounts Manager |
|----------------|------------------|------------------|------------|------------|------------------|
| Name:          | Deepa            |                  |            |            |                  |
| Sign:          |                  |                  |            |            |                  |
| Date:          | 11/6/22          |                  |            |            |                  |
| 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.

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## Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1

| Customer Details                                                                                       |  |  |  | Invoice No. |  | 23877 |  |
|--------------------------------------------------------------------------------------------------------|--|--|--|-------------|--|-------|--|
| Mehta & Modi Realty Kowkur LLP<br>Sy No. 196, Kowkur, Hyderabad, 500010<br><br>GSTIN : 36ABLFM7631F1Z3 |  |  |  |             |  |       |  |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



# Purchase Order

Page(s) 1 Of 1

30-05-2022 16:08:21

Or



20.05.22 3:37:21

From Company : **Mehta & Modi Realty Kowkur LLP**  
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003  
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

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 88681      | 141913 |
| <b>Doc Date</b>   | 27-05-2022 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 27-05-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                          | Qty  | Rate   | Dis% | GST   | Amount        |
|----------------------------------------------------|------|--------|------|-------|---------------|
| 1 4005 - Consumables - Broom with stick - NA - nos | 2.00 | 115.00 | 0.00 | 18.00 | 271.40        |
| <b>Total Order Value . . .</b>                     |      |        |      |       | <b>271.40</b> |

Rupees : Two Hundred Seventy One and Paise Fourty Only.

**Terms and Conditions :-**

|                          |                                                                                                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification /</b>   | As per details given in the quotation.                                                                                                                                                                                                         |
| <b>Payment Terms</b>     | After Delivery & Production of bill                                                                                                                                                                                                            |
| <b>Tax</b>               | All taxes included in above price.                                                                                                                                                                                                             |
| <b>Delivery Date</b>     | Next Working Day.                                                                                                                                                                                                                              |
| <b>Delivery Location</b> | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551                                                                                                                                                                                |
| <b>Penalty For Delay</b> | Nil                                                                                                                                                                                                                                            |
| <b>Transportation</b>    | Transport cost shall be borne by us.                                                                                                                                                                                                           |
| <b>Warranty</b>          | Nil                                                                                                                                                                                                                                            |
| <b>Advance Paid</b>      | Nil                                                                                                                                                                                                                                            |
| <b>Other Terms</b>       | We reserve the right to reject items not conforming to quality and specifications. Above order for Site works purpose.                                                                                                                         |
| <b>Completion Date</b>   | NA                                                                                                                                                                                                                                             |
| <b>Measurment</b>        | NA                                                                                                                                                                                                                                             |
| <b>Security</b>          | Nil                                                                                                                                                                                                                                            |
| <b>Remarks</b>           | 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:                        |               | Mehta & Modi Realty Kowkur LLP |            | Date:        |           | 27-05-2022 |       |
|--------------------------------------|---------------|--------------------------------|------------|--------------|-----------|------------|-------|
| Site & Phase :                       |               | GHT                            |            | Time:        |           | 9.23       |       |
| Supplier                             |               |                                |            | Req. No.     |           | 141913     |       |
| Material required before date:       |               |                                | 28-05-2022 |              | ID No.    |            | 76788 |
| No                                   | Description   | Size                           | Quantity   | Units        | Inward No | Date       |       |
| 1                                    | WEB COB BROOM | STD                            | 02         | No           |           |            |       |
| 2                                    |               |                                |            |              |           |            |       |
| 3                                    |               |                                |            |              |           |            |       |
| 4                                    |               |                                |            |              |           |            |       |
| 5                                    |               |                                |            |              |           |            |       |
| 6                                    |               |                                |            |              |           |            |       |
| 7                                    |               |                                |            |              |           |            |       |
| 8                                    |               |                                |            |              |           |            |       |
| 9                                    |               |                                |            |              |           |            |       |
| 10                                   |               |                                |            |              |           |            |       |
| Remarks: - For GHT site work purpose |               |                                |            |              |           |            |       |
| Prepared By                          |               | A Suresh                       |            | Approved by  |           |            |       |
| Sign.& Date                          |               | 27-05-2022                     |            | 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 &amp; 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: J6ACQFS2044C1Z7

1 of 1 30-05-2022

| Customer Details                                    |         | DC No.     | 20383      |
|-----------------------------------------------------|---------|------------|------------|
| Mehra & Modi Realty Kowkur LLP                      |         | DC Date    | 30-05-2022 |
| Sy No. 196, Kowkur, Hyderabad, 500010               |         | PO No.     | 88681      |
|                                                     |         | PO Date    | 27-05-2022 |
|                                                     |         | Req ID     | 76788      |
|                                                     |         | Req Date   | 27-05-2022 |
| GSTIN: 36ABLFM7631F1Z3                              |         | Loc Req No | 141913     |
| Description of Goods                                | HSN/SAC | Qty        |            |
| 1/ 4005 - Consumables - Broom with stick - NA - nos |         |            | 2          |
| 2                                                   |         |            |            |
| 3                                                   |         |            |            |
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| 30                                                  |         |            |            |

| INWARD                         |              |
|--------------------------------|--------------|
| Inward No: 12598               | Dr: 30/05/22 |
| MRN No: 107940                 | Dr: 1/6/22   |
| Received By:                   | Sign:        |
| MEHRA & MODI REALTY KOWKUR LLP |              |

15:53

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

