PURCHASE DIVISION
Advice for approval for credit to supplier (H1)

Date:	9/06/22	Prepared by	Prabhakar	Serial no.	5008
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	01/6/22	PO/WO No.	88847	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24018	7/06/22	1250/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1250/-

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

MRN nos.:	108237	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:	1250/-
Amount E – PO / WO value:	1250/-
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	13/06/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		09 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
PRABHAKAR
MANAGER PURCHASE

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.	24018
Modi Properties Private Limited,.		Invoice Date.	07-06-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad		PO No.	88847
		PO Date.	01-06-2022
		Req ID	76905
GSTIN : 36AABCM4761E1ZM	PAN AABCM4761E	Req Date	01-06-2022
		Loc Req No	178581

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3511 - Computers and Peripherals - Key board - NA -	84716040	1	450.00	450.00	18	81.00
2	3516 - Computers and Peripherals - Mouse - NA - nos	84716060	2	304.50	609.00	18	109.62
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13							
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IGST	CGST	SGST			
			Total Taxable Amount	1,059.00	190.62
	95.31	95.31	Total Invoice Amount	1,249.62	

Rupees : One Thousand Two Hundred Fourty Nine and Paise Sixty Two Only.

SUMMIT SALES LLP IN WARD No: 95267 Date: 7/6/22 Sign: R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 02-06-2022 12:31:06 Origi

88847
20.05.22 3:37:23

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**	88847	178581
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-06-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-06-2022	
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	3511 - Computers and Peripherals - Key board - NA - nos	1.00	450.00	0.00	18.00	531.00
2	3516 - Computers and Peripherals - Mouse - NA - nos	2.00	304.50	0.00	18.00	718.62
					Total Order Value . . .	**1,249.62**

Rupees : One Thousand Two Hundred Fourty Nine and Paise Sixty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery of material and production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1yr.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for staff use at site purpose
Completion Date	Nil
Measurment	Nil
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 : 03/06/2022

Contact - -

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		01.06.2022	
Site & Phase :		May Flower Platinum		Time:		11:50	
Supplier				Req.No.		178581	
Material required before date:		03.06.2022		ID No.		76905	

No	Description	Size	Quantity	Units	Inward No	Date
1	Key board	std	01	No's		
2	Mouse 88847	std	02	No's		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: Towards staff use at site .

APPROVED
03 JUN 2022
MINISH PARIKH
MANAGER

Prepared By	A.Sravani	Approved by	K.Narendar reddy
Sign.& Date	01.06.2022	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,.	DC No.	20503
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date.	07-06-2022
	PO No.	88847
	PO Date.	01-06-2022
	Req ID	76905
	Req Date	01-06-2022
GSTIN : 36AABCM4761E1ZM	Loc Req No	178581

	Description of Goods	HSN/SAC	Qty
1	3511 - Computers and Peripherals - Key board - NA - nos	84716040	1
2	3516 - Computers and Peripherals - Mouse - NA - nos	84716060	2
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INWARD
Inward No: 19300 7/6/22
MRN No: 108237
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

SUMMIT SALES LLP
IN WARD
No: 80405
Date: 8/6/22
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction