PURCHASE DIVISION
Advice for approval for credit to supplier

B

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|---|---|---|---|---|---|
| Date: | 7/9/22 | Prepared by | Kavitha | Serial no. | 7971 |
| Supplier name | Summit Sales LLP | | | HO inward no. | |
| Firm/Company | MPPL | Project | HO | HO received date | |
| PO/WO date | 10/8/22 | PO/WO No. | 90878 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 25107 | 10/8/22 | 561534/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | / | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 561534/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: Inward no - 568 — 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: | 561534/- |
| Amount E – PO / WO value: | 561534/- |
| 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 | 12/9/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kavitha | Bashkaran | | | |
| Sign: | 7/9/22 | [signature] | | | |
| Date | | APPROVED 07 SEP 2022 P. PRABHAKAR SR. MANAGER PURCHASE | | | |
| 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** | | |
|---|---|---|
| Modi Properties Pvt. Ltd. | Invoice No. | 25107 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | Invoice Date. | 10-08-2022 |
| | PO No. | 90878 |
| | PO Date. | 10-08-2022 |
| | Req ID | 78735 |
| GSTIN : 36AABCM4761E1ZM PAN AABCM4761E | Req Date | 08-08-2022 |
| | Loc Req No | 203075 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 348500 - COMP-Peripherals - Mouse-- - - - Nos | 84716060 | 1 | 304.50 | 304.50 | 18 | 54.80 |
| 2 | 112000 - COMP-Peripherals - Laptop computer-- - - - | 84713010 | 1 | 33813.55 | 33,813.55 | 18 | 6,086.44 |
| 3 | 605800 - COMP-Peripherals - Ink Tank | 84433910 | 1 | 13792.80 | 13,792.80 | 18 | 2,482.70 |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 47,910.85 | 8,623.94 |
| | 4,311.97 | 4,311.97 | Total Invoice Amount | 56,534.80 | |

Rupees : Fifty Six Thousand Five Hundred Thirty Four and Paise Eighty Only.

SUMMIT SALES LLP
IN WARD
No: 97642
Date: 10/8/22
Sign:
R.R. DIST.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 10-08-2022 11:53:41

90878
29.07.22 12:09:36

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

**GSTIN** 36ACQFS2044C1Z7
040-66335551 9618244433

| | | |
|---|---|---|
| **Doc No** | 90878 | 203075 |
| **Doc Date** | 10-08-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 10-08-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 348500 - COMP-Peripherals - Mouse-- - - - Nos | 1.00 | 304.50 | 0.00 | 18.00 | 359.31 |
| 2 | 112000 - COMP-Peripherals - Laptop computer-- - - - Nos | 1.00 | 33,813.55 | 0.00 | 18.00 | 39,899.99 |
| 3 | 605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos | 1.00 | 13,792.80 | 0.00 | 18.00 | 16,275.50 |
| | | | | | **Total Order Value . . .** | **56,534.80** |

Rupees : Fifty Six Thousand Five Hundred Thirty Four and Paise Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Brand will be HP 15inches back pack for laptop purpose |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | GST included in the above prices |
| **Delivery Date** | With in a day |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, above order for Rukmini Sr.Accountant 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.' |

APPROVED BY
16 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

For *Modi Properties Pvt.Ltd.*
Authorised Signatory
Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*
Name : ____________

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | Modi Properties Pvt Ltd | Date: | | ####### | | |
| Site & Phase : | HO | Time: | | | | |
| Flat/Block no. | | | | | | |
| Supplier: | | Req. No. | 203075 | | | |
| Material required before date: | | ID No. | 78735 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | COMP1120-Peripherals-Laptop computer----Nos 90878 | 1 | 0 | 1 | | |
| 2 | COMP1896-Peripherals-Bag Pack----Nos | | | | | |
| 3 | COMP3485-Peripherals-Mouse----Nos | | | | | |
| 4 | COMP6058-Peripherals-Ink Tank Printer--Epson-M205--Nos | | | | | |
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| Remarks: | This is for Rukmini Sr. Accountant | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | suneel | | | | | |
| Approved By: | | | | | | |
| Sign & Date: | | | | | | |

APPROVED
11 AUG 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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/UIN: 36ACQFS2044C1Z7** 

| Customer Details | | |
|---|---|---|
| Modi Properties Pvt. Ltd. | DC No. | 21443 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | DC Date. | 10-08-2022 |
| | PO No. | 90878 |
| | PO Date. | 10-08-2022 |
| | Req ID | 78735 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 08-08-2022 |
| | Loc Req No | 203075 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 348500 - COMP-Peripherals - Mouse-- - - - Nos | 84716060 | 1 |
| 2 | 112000 - COMP-Peripherals - Laptop computer-- - - - Nos | 84713010 | 1 |
| 3 | 605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos | 84433910 | 1 |
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INWARD
Inward No: 368 Dt: 10/8/22
MRN No: Dt:
Received By: Samagi Sign:
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 81870
Date: 11/8/22
Sign:
R.R. DIST.

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction