PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:	19/9/22	Prepared by	Mani	Serial no.	8542
Supplier name	SSLUP			HO inward no.	
Firm/Company	NIRPLUP	Project	NGH	HO received date	
PO/WO date	29/8/22	PO/WO No.	91409	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	25866	17/9/22	6231/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6231/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	111881	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:	6231/-
Amount E – PO / WO value:	4,5661/-
Amount F – Difference (A – E):	3943)/-

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	26/9/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Mani				
Sign:	Mani				
Date	19/9/22				
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

OFFICE COPY

#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 Realty Pocharam LLP Nilgiri Heights, Pocharam, 500088 GSTIN : 36ABIFM1836H1Z7 PAN AB1FM1836H	Invoice No.	25866
	Invoice Date.	17-09-2022
	PO No.	91409
	PO Date.	29-08-2022
	Req ID	79246
	Req Date	27-08-2022
	Loc Req No	182138

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	722700 - CONS-Consumables - Air Freshner-- - - - Room Freshners	96161010	6	88.00	528.00	18	95.04
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	528.00		95.04
	47.52	47.52	Total Invoice Amount	623.04		

Rupees : Six Hundred Twenty Three and Paise Four Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99181 Date: 12/9/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 29-08-2022 12:28:15

91409
17.08.22 12:59:52

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50(
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	91409	182138
	Doc Date	29-08-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-08-2022	
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	466300 - STAT-Stationary - Paper A4-- - - - Bundles	6.00	231.00	0.00	12.00	1,552.32
2	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	20.00	3.50	0.00	18.00	82.60
3	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	10.00	15.00	0.00	18.00	177.00
4	600200 - STAT-Stationary - Box File Big-- - - - Nos	6.00	44.00	0.00	18.00	311.52
5	105600 - CONS-Consumables - Mopping stick holder-- - - - Nos	6.00	126.00	0.00	18.00	892.08
6	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	6.00	21.00	0.00	18.00	148.68
7	722700 - CONS-Consumables - Air Freshner-- - - - Nos *Room Freshners*	6.00	88.00	0.00	18.00	623.04
8	371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos *01Ltrs*	12.00	55.00	0.00	18.00	778.80
					Total Order Value . . .	**4,566.04**

Rupees : Four Thousand Five Hundred Sixty Six and Paise Four Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	25494	30/8/22	3943/-
2.	25866	17/9/22	623.04
3.			
4.			
5.			

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	Nilgiri Heights pocharam Phone. .9849497484
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 Site office purpose.

For *Modi Realty Pocharam LLP*
Authorised Signatory

Name : Vamsh 03/09/22

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

Name : ____________

Date : __/__/____

Purchase Order

 29-08-2022 12:28:15 Original / Office Copy / Purchase Div.Copy

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 Realty Pocharam LLP***

Authorised Signatory

Venu 03/09/22

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	MRPLLP	Date:	27-08-2022			
Site & Phase :	NGH	Time:	27-08-2022 16:14			
Flat/Block no.	site office					
Supplier:		Req. No.	182138			
Material required before date:	31.08.22	ID No.	79246			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4663-Stationary-Paper A4----Bundles	6	0	6		
2	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	20	0	20		
3	STAT5222-Stationary-Scribling Pads----Nos	10	0	10		
4	STAT6002-Stationary-Box File Big----Nos	6	0	6		
5	CONS1056-Consumables-Mopping stick holder----Nos 91409	6	0	6		
6	CONS4717-Consumables-Acid---1Ltr-Nos	6	0	6		
7	CONS7227-Consumables-Air Freshner----Nos	10	0	10		
8	CONS3713-Consumables-Water Bottles---1 Ltr-Nos	12	0	12		
Remarks:	For staff use purpsoe and offce clenaing purpose .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A.Sravani	Vijay raj.G				
Approved By:						
Sign & Date:						

Summit Sales LLP

GSTIN UNI: 36ACQFS2044C1Z7

Customer Details

Modi Realty Pocharam LLP
Nilgiri Heights, Pocharam, 500088

GSTIN 36ABIFM1836H1Z7

DC No: 22065
DC Date: [illegible]
PO No: 914
PO Date: [illegible]
Req ID: [illegible]
Req Date: [illegible]
Loc Req No: [illegible]

Description of Goods

CONS-Consumables - Air Freshner ... Nos

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

SUMMIT SALES LLP R.R. DIST.
INWARD No: 82868
Date: 19/9/22
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD	
Inward No: 11798	Dt: 17/9/22
MRN No: 11881	Dt: 19/9/22
Received By: Bishnu	Sign: Bishnu
NILGIRI HEIGHTS	