

PURCHASE DIVISION  
Advice for approval for credit to supplier



|  |                  |                  |             |   |                  |   |      |
|--|------------------|------------------|-------------|---|------------------|---|------|
| Date:  |                  | 20/9/22          | Prepared by |   | Kavitha          | Serial no.  | 8622 |
| Supplier name  |                  | Summit sales UP  |             |   | HO inward no.    |   |      |
| Firm/Company   |                  | MRMUP            | Project     |   | GMR              | HO received date  |      |
| PO/WO date   |                  | 01/9/22          | PO/WO No.   |   | 91510            | Scan ID.  |      |
| Sl no.   | Bill no.         | Bill date        | Bill amount | Original attached   |                  |   |      |
| 1.   | 25799            | 15/9/22          | 250.00      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                  |   |      |
| 2.   |                  |                  |             | <input 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):   |                  |                  |             |   |                  | 250/-   |      |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                  |             |   |                  |   |      |
| MRN nos.:  | 111746           |                  |             | 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:  |                  |                  |             |   |                  | 250/-   |      |
| Amount E – PO / WO value:  |                  |                  |             |   |                  | 31300/-   |      |
| Amount F – Difference (A – E):   |                  |                  |             |   |                  | 305/-   |      |
| Quantity received as per PO /WO  |                  |                  |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |                  |   |      |
| Close PO / WO  |                  |                  |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |                  |   |      |
| Payment – due date   |                  |                  |             | 26/9/22   |                  |   |      |
| Remarks:<br>- Final Bill-  |                  |                  |             |   |                  |   |      |
| Approved by  | Purchase Officer | Purchase Manager | MD          | Accountant  | Accounts Manager |   |      |
| Name:  | Kavitha          |                  |             |   |                  |   |      |
| Sign:  | 20/9/22          |                  |             |   |                  |   |      |
| Date   |                  |                  |             |   |                  |   |      |
| 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 weight 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.

8888

# Summit Sales LLP

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

Email: purchase@modiproperties.com

**ORIGINAL INVOICE**

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 :

|  |  |               |            |
|--|--|---------------|------------|
| <b>Customer Details</b>  |  | Invoice No.   | 25799      |
| Modi Reality Mallapur LLP  |  | Invoice Date. | 15-09-2022 |
| Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 |  | PO No.        | 91510      |
| GSTIN : 36AAEFM1459R1ZP  |  | PO Date.      | 01-09-2022 |
| PAN AAEFM1459R   |  | Req ID        | 79349      |
|  |  | Req Date      | 23-08-2022 |
|  |  | Loc Req No    | 193713     |

|    | Description of Goods                            | HSN/SAC  | Qty | Rate  | Gross  | Tax% | Tax Amt |
|----|---|----------|-----|-------|--------|------|---------|
| 1  | 767300 - CONS-Consumables - Detergent --Vim --- | 34022090 | 4   | 53.00 | 212.00 | 18   | 38.16   |
| 2  |   |          |     |       |        |      |         |
| 3  |   |          |     |       |        |      |         |
| 4  |   |          |     |       |        |      |         |
| 5  |   |          |     |       |        |      |         |
| 6  |   |          |     |       |        |      |         |
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| 8  |   |          |     |       |        |      |         |
| 9  |   |          |     |       |        |      |         |
| 10 |   |          |     |       |        |      |         |
| 11 |   |          |     |       |        |      |         |
| 12 |   |          |     |       |        |      |         |
| 13 |   |          |     |       |        |      |         |
| 14 |   |          |     |       |        |      |         |
| 15 |   |          |     |       |        |      |         |

|      |       |       |                      |        |       |
|------|-------|-------|----------------------|--------|-------|
| IGST | CGST  | SGST  | Total Taxable Amount | 212.00 | 38.16 |
|      | 19.08 | 19.08 | Total Invoice Amount | 250.16 |       |

Rupees : Two Hundred Fifty and Paise Sixteen Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory



# Purchase Order

Page 1 of 2

02-09-2022 13:55:46

Or



91510

01.09.22 10:54:24

From Company : **Modi Reality Mallapur LLP**  
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.  
G S T No. : 36AAEFM1459R1ZP

## 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>     | 91510      | 193713 |
| <b>Doc Date</b>   | 01-09-2022 |        |
| <b>Quote No</b>   | nil        |        |
| <b>Quote Date</b> | 23-08-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name   | Qty   | Rate  | Dis% | GST   | Amount          |
|---|-------|-------|------|-------|-----------------|
| 1 371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos       | 6.00  | 55.00 | 0.00 | 18.00 | 389.40          |
| 2 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 6.00  | 88.20 | 0.00 | 18.00 | 624.46          |
| 3 661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos          | 12.00 | 16.75 | 0.00 | 5.00  | 211.05          |
| 4 998900 - CONS-Consumables - Phynyl-- - 1 Ltr - Nos              | 6.00  | 52.00 | 0.00 | 18.00 | 368.16          |
| 5 767300 - CONS-Consumables - Detergent --Vim - - - Nos           | 4.00  | 53.00 | 0.00 | 18.00 | 250.16          |
| 6 722700 - CONS-Consumables - Air Freshner-- - - - Nos            | 12.00 | 88.00 | 0.00 | 18.00 | 1,246.08        |
| 7 649300 - CONS-Consumables - Mopping cloth-- - - - Nos           | 12.00 | 16.75 | 0.00 | 5.00  | 211.05          |
| <b>Total Order Value . . .</b>                                    |       |       |      |       | <b>3,300.36</b> |

Rupees : Three Thousand Three Hundred and Paise Thirty Six Only.

## 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** Gulmohar Residency

Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge

Phone. Contact: Security \_\_\_\_\_, Admin 9502211011

**Penalty 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 and sales office use purpose.

**Completion Date** NA

**Measurment** NA

**Security** Nil

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name :

*[Signature]*  
06/09/22

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : / /

| PART DELIVERY DETAILS |          |          |        |
|-----------------------|----------|----------|--------|
| S.no.                 | Bill no. | Bill Dt. | Amount |
| 1.                    | 25623    | 6/9/22   | 3050/- |
| 2.                    |          |          |        |
| 3.                    |          |          |        |
| 4.                    |          |          |        |
| 5.                    |          |          |        |

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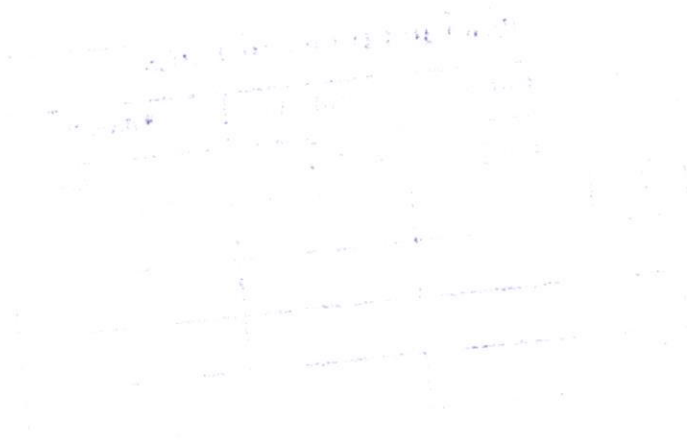
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# Purchase Order

Page(s) 2 Of 2

02-09-2022 13:55:46

Original / Office Copy / Purchase Div.Copy

## 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 Reality Mallapur LLP**

Authorised Signatory

Name : \_\_\_\_\_

*[Handwritten Signature]*  
*06/09/22*

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date :   /  /

|                                |  |   |   |
|--------------------------------|--|---|---|
| Requisition Form               |  | Date:   | 23.08.22                                      |
| Company Name:                  |  | MRM LLP   |   |
| Site & Phase :                 |  | GMR   |   |
| Flat/Block no.                 |  | Site office and sales office                          |   |
| Supplier:                      |  |   |   |
| Material required before date: |  | urgent  |   |
| S No                           | Item   | Qty required at site                                  | Qty available Order Qty Inward No Inward Date |
| 1                              | CONS3713-Consumables-Water Bottles---1 Ltr-Nos       | 6   | 0 6   |
| 2                              | CONS2830-Consumables-Floor cleaner --Lizol-1-Its-Nos | 6   | 0 6   |
| 3                              | CONS6615-Consumables-Cleaning Cloth----Nos           | 12  | 0 12  |
| 4                              | CONS9989-Consumables-Phinyl---1 Ltr-Nos              | 6   | 0 6   |
| 5                              | CONS7673-Consumables-Detergent --Vim --Nos           | 4   | 0 4   |
| 6                              | CONS7227-Consumables-Air Freshner----Nos             | 12  | 0 12  |
| 7                              | CONS6493-Consumables-Mopping cloth----Nos            | 12  | 0 12  |
| 8                              |  |   |   |
| 9                              |  |   |   |
| 10                             |  |   |   |
| Remarks:                       |  | Required for site office and sales office use purpose |   |
| Prepared By:                   |  | Engineer  |   |
| Approved By:                   |  | Groushee  |   |
| Sign & Date:                   |  |   |   |

Req No. 193713  
ID No. 79399

DISP  
90.

APPROVED BY  
23 August 2022  
Manager  
M. RAJESH  
06 SEP 22  
MINISH PARIK  
MANAGER PROJECT  
MD

Req no. 193713



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**

1 of 1 15-09-2022

|  |            |            |
|--|------------|------------|
| <b>Customer Details</b>  | DC No      | 22007      |
| Modi Reality Mallapur LLP  | DC Date    | 15-09-2022 |
| Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 | PO No.     | 91510      |
|  | PO Date    | 01-09-2022 |
|  | Req ID     | 79349      |
|  | Req Date   | 23-08-2022 |
|  | Loc Req No | 193713     |

GSTIN : 36AAEFM1459R1ZP

|    | Description of Goods                                  | HSN/SAC  | Qty |
|----|---|----------|-----|
| 1  | 767300 - CONS-Consumables - Detergent --Vim - - - Nos | 34022090 | 4   |
| 2  |   |          |     |
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Subject to Hyderabad Jurisdiction

MODI REALTY MALLAPUR LLP  
 MRN No 9334 Dt 15/9/22  
 MRN No 11746 Dt 16/9/22  
 Received By: [Signature] Sign: [Signature]

for Summit Sales LLP

