PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Prabhakar	Serial no.	9261
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	6/10/22	PO/WO No.	92569	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	26287	8/10/22	21265/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):				21,265/-

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

MRN nos.:	112566	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:			21,265/-
Amount E – PO / WO value:			21,265/-
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	17/10/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		Prabhakar			
Date		11/10/22			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 11 OCT 2022 P. 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.

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:		Prepared by:	
PO/WO no.		PO / WO Date.	
Supplier Name		PO/WO amount	
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1.			
2.			
3.			
4.			
5.			
6.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
				☐ Yes ☐ No
1.				☑ Yes ☐ No
2.				

Amount B –Other Credits : Hamali charges	
Amount C –Other Debits :_	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	
Amount E – PO / WO value:	
Amount F – Difference (A – E):	

Quantity received as per PO /WO	☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☐ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☐ No
Payment – due date	
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

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

Customer Details		
Modi Reality Mallapur LLP	Invoice No.	26287
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	Invoice Date.	08-10-2022
	PO No.	92569
	PO Date.	06-10-2022
	Req ID	80193
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	29-09-2022
	Loc Req No	193953

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	348000 - HARD-Hardware - SS Screws -CSK Head-	73181500	6	110.00	660.00	18	118.80
2	474600 - CHEM-Chemical - Araldite-- - 450gms -	39174000	2	630.00	1,260.00	18	226.80
3							
4							
5							
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7							
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9							
10							
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12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,920.00	345.60
	172.80	172.80	Total Invoice Amount	2,265.60	

Rupees : Two Thousand Two Hundred Sixty Five and Paise Sixty Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP R.R. DIST. IN WARD No. 100058 Date: 8/10/22 Sign:

Subject to Hyderabad Jurisdiction

Purchase Order

 07-10-2022 2:10:26 PM Or

92569

03.10.22 5:34:55

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	**Doc No**	92569	193953
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	06-10-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-09-2022	
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	348000 - HARD-Hardware - SS Screws -CSK Head- - 6x25mm - Pkts	6.00	110.00	0.00	18.00	778.80
2	474600 - CHEM-Chemical - Araldite-- - 450gms - Nos	2.00	630.00	0.00	18.00	1,486.80
				Total Order Value . . .		**2,265.60**

Rupees : Two Thousand Two Hundred Sixty Five and Paise Sixty Only.

Terms and Conditions :-

Specification /	All items shall be of Sudhakar brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for clubhouse electrical duct door frame making purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	29.09.22			
Site & Phase :	GMR	Time:	13.00.00			
Flat/Block no.	Clubhouse	Req. No.	193953			
Supplier:		ID No.	80193			
Material required before date:	02.10.22					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3480-Hardware-SS Screws -CSK Head--6x25MM-Pkts	6	0	6		
2	CHEM4746-Chemical-Araldite---450gms-Nos	2	0	2		
3	92569.					
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards Clubhouse electrical duct door frame making purpose at GMR site					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Nagendar	Ram prasad				
Approved By:						
Sign & Date:						

APPROVED BY
29 SEP 2022
M. RAM PRASAD (GMR)
Project Manager

APPROVED
06 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Nagendar

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

Transporter - Copy GSTIN/UNI: 36ACQFS2044C1Z7

ails	DC No.	22395
ty Mallapur LLP	DC Date.	08-10-2022
9, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	92569
	PO Date.	06-10-2022
	Req ID	80193
	Req Date	29-09-2022
GSTIN : 36AAEFM1459R1ZP	Loc Req No	193953

	Description of Goods	HSN/SAC	Qty
1	348000 - HARD-Hardware - SS Screws -CSK Head- - 6x25mm - Pkts	73181500	6
2	474600 - CHEM-Chemical - Araldite-- - 450gms - Nos	39174000	2
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INWARD
MODI REALTY MALLAPUR LLP
Ward No 9570 Dt. 8/10/22
MRN No 112566 Dt. 10/10/22
Received By Praveen Sign. 8/10/22

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction