PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/10/22	Prepared by	Prabhakar	Serial no.	**9545**
Supplier name	& S LLP			HO inward no.	
Firm/Company	MRM LLP	Project	GMR.	HO received date	
PO/WO date	7/10/22	PO/WO No.	92606.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	26310	12/10	2587.20	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2587.20
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	112810	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:	2587.20
Amount E – PO / WO value:	2587.20
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	24/10
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		17 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

SR. MANAGER PURCH

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.	26310
Modi Reality Mallapur LLP	Invoice Date.	12-10-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	92606
	PO Date.	07-10-2022
	Req ID	80337
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	04-10-2022
	Loc Req No	208001

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	10	231.00	2,310.00	12	277.20
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,310.00		277.20
	138.60	138.60	Total Invoice Amount		2,587.20	

Rupees : Two Thousand Five Hundred Eighty Seven and Paise Twenty Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10016 Date: 12/10/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 07-10-2022 2:10:26 PM

92606
03.10.22 5:34:56

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**	92606	208001
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-10-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-10-2022	
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	10.00	231.00	0.00	12.00	2,587.20
					Total Order Value . . .	**2,587.20**

Rupees : Two Thousand Five Hundred Eighty Seven and Paise Twenty 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 _______, 8309938133
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 GMR Site use purpose.
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 Reality Mallapur LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Requisition Form

6

Company Name:	MRMLLP	Date:	4.10.22				
Site & Phase :	GMR	Time:					
Unit No./Block No.	site office						
Supplier:		Req. No.	208001				
Material required before date:	Urgent	ID No.	80337				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT4663-Stationary-Paper A4----Bundles	10	0	10			
2							
3							
4							
5	92606.						
6							
7							
8							
9							
10							
Remarks:	For GMR site office purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Basaveshwari	Ram prasad					
Approved By:							
ign & Date:	4.10.22	4 Oct 2022		06 OCT 2022			

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

RAM PRASAD (G.M.R.)

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		DC No.	22400
Modi Reality Mallapur LLP		DC Date.	12-10-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076		PO No.	92606
		PO Date.	07-10-2022
		Req ID	80337
		Req Date	04-10-2022
GSTIN : 36AAEFM1459R1ZP		Loc Req No	208001

	Description of Goods	HSN/SAC	Qty
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	10
2			
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MODI REALTY MALLAPUR LLP 12/10/22
Ward No 9644 Dt.
MRN No 112810 Dt. 17/10/22 12/10/22
Received By ... Sign.....

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 83535
Date: 17/10/22
Sign: