PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	19-11-22	Prepared by	Minish	Serial no.	10666
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Mahesh desai & others	Project	PM Complex	HO received date	
PO/WO date	27-10-22	PO/WO No.	93275	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	26982	16-11-22	4,628/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,628/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114062	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:	4,628/-
Amount E – PO / WO value:	4,628/-
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	28-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		19 NOV 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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

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		
Mahesh Desai & Others	Invoice No.	26982
PM Complex, MG Road, Secunderabad	Invoice Date.	16-11-2022
	PO No.	93275
	PO Date.	27-10-2022
	Req ID	80915
GSTIN : 36 PAN .	Req Date	06-10-2022
	Loc Req No	198051

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	905700 - CONS-Consumables - Coconut Brooms-- -	96032900	20	16.75	335.00	0	0.00
2	649300 - CONS-Consumables - Mopping cloth-- - - -	680510	15	16.75	251.25	5	12.56
3	243300 - CONS-Consumables - Plastic Bucket-with		5	231.00	1,155.00	18	207.90
4	818700 - CONS-Consumables - Mopping Sitck-- - - -	96039000	6	126.00	756.00	18	136.08
5	717300 - TOOL-Tools - Plastic Gampa -- - 425mm -	39249090	6	126.00	756.00	18	136.08
6	659600 - CONS-Consumables - Bombay Brooms Big	96032900	10	88.20	882.00	0	0.00
7							
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11							
12							
13							
14							
15							

MRN no. 114062

IGST	CGST	SGST				
			Total Taxable Amount	4,135.25		492.62
	246.31	246.31	Total Invoice Amount		4,627.87	

Rupees : Four Thousand Six Hundred Twenty Seven and Paise Eighty Seven Only.

SUMMIT SALES LLP IN WARD No: 101426 Date: 16/11/24 Sign: R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 01-11-2022 4:01:21 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Mahesh Desai and Others**
5-4-187/3 & 4/4, I Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	93275	198051
	Doc Date	27-10-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	06-10-2022	
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	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	20.00	16.75	0.00	0.00	335.00
2	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	15.00	16.75	0.00	5.00	263.81
3	243300 - CONS-Consumables - Plastic Bucket-with mug-White- - - - Nos	5.00	231.00	0.00	18.00	1,362.90
4	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	6.00	126.00	0.00	18.00	892.08
5	717300 - TOOL-Tools - Plastic Gampa -- - 425mm - Nos	6.00	126.00	0.00	18.00	892.08
6	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	10.00	88.20	0.00	0.00	882.00
				Total Order Value . . .		**4,627.87**

Rupees : Four Thousand Six Hundred Twenty Seven and Paise Eighty Seven Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	P M Complex M.G.Road, Secunderabad Phone. .
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 forPM-Comple parking area & 1st flooring cleaning purpose.
Completion Date	Nil

For ***Mahesh Desai and Others***

Authorised Signatory

01/11/22

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

 01-11-2022 4:01:21 PM Original / Office Copy / Purchase Div.Copy

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 deli vary /DC can be sent by email.

For ***Mahesh Desai and Others***

Authorised Signatory

Name : 01/11/22

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : __________

Date : __/__/____

Estimate/Draft PO

 28-10-2022 11:46:53

93275
18.10.22 2:23:37

From Company : **Mahesh Desai and Others**
5-4-187/3 & 4/4, I Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	93275	198051
	Doc Date	27-10-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	06-10-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	20.00	16.75	0.00	0.00	335.00
2	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	15.00	16.75	0.00	5.00	263.81
3	243300 - CONS-Consumables - Plastic Bucket-with mug-White- - - - Nos	5.00	231.00	0.00	18.00	1,362.90
4	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	6.00	126.00	0.00	18.00	892.08
5	717300 - TOOL-Tools - Plastic Gampa -- - 425mm - Nos	6.00	126.00	0.00	18.00	892.08
6	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	10.00	88.20	0.00	0.00	882.00
	Total Order Value . . .					**4,627.87**

Rupees : Four Thousand Six Hundred Twenty Seven and Paise Eighty Seven Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location P M Complex
M.G.Road, Secunderabad
Phone. .

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 forPM-Comple parking area & 1st flooring cleaning 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 deli vary /DC can be sent by email.

For MDs APPROVAL
- [ ] High Value, quantity beyond limits.
- [ ] Po/Rate ... post approval.
- [x] Approval ... details/clarification.
- [ ] Replenishing ... stock
- [ ] Other

APPROVED BY
3 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mahesh Desai and Others*
Authorised Signatory

Name : 28/10/22

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

Name : ______

Date : __/__/__

Requisition Form

Company Name:	MAHESH DEASI & others	Date:	06-10-2022				
Site & Phase :	PM COMPLEX	Time:	15:30				
Unit No./Block No.							
Supplier:		Req. No.	198051				
Material required before date:	09-10-2022	ID No	80915				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS9057-Consumables-Coconut Brooms----Nos	20		20			
2	CONS6493-Consumables-Mopping cloth----Nos	15		15			
3	CONS2433-Consumables-Plastic Bucket-with mug-White---Nos	5		5			
4	CONS8187-Consumables-Mopping Sitck----Nos	6		6			
5	TOOL7173-Tools-Plastic Gampa ---425MM-Nos	6		6			
6	CONS6596-Consumables-Bombay Brooms Big ----Nos	10		10			
7							
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10							
Remarks:	Above materials order for pm comples parking area & 1st flooring cleaning purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Chand Mohammod						
Approved By:							
Sign & Date:	C.Mohammad 13/10/22						

PO-93275

APPROVED BY
14 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

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.	22980
Mahesh Desai & Others	DC Date.	16-11-2022
PM Complex, MG Road, Secunderabad	PO No.	93275
	PO Date.	27-10-2022
	Req ID	80915
GSTIN : 36	Req Date	06-10-2022
	Loc Req No	198051

	Description of Goods	HSN/SAC	Qty
1	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	96032900	20
2	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	680510	15
3	243300 - CONS-Consumables - Plastic Bucket-with mug-White- - - - Nos		5
4	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	96039000	6
5	717300 - TOOL-Tools - Plastic Gampa -- - 425mm - Nos	39249090	6
6	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	96032900	10
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Received material

16/11/22

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 84284 Date: 17/11/22 Sign: