PURCHASE DIVISION
Advice for approval for credit to supplier

2

Date:	3-12-22	Prepared by	S. Jaysudha	Serial no.	**11193**
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Mahesh Desai & others	Project	PM Complex	HO received date	
PO/WO date	25-11-22	PO/WO No.	94360	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27203	26-11-22	850/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	850/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114638	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:	850/-
Amount E – PO / WO value:	850/-
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	12-12-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		05 DEC 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	Invoice No.	27203
Mahesh Desai & Others	Invoice Date.	26-11-2022
PM Complex, MG Road, Secunderabad	PO No.	94360
	PO Date.	25-11-2022
	Req ID	81858
	Req Date	24-11-2022
GSTIN : 36 PAN .	Loc Req No	198088

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	629900 - GENE-General Items - Plastic Blue Sheet--	4823018	432	1.40	604.80	18	108.86
	2 no's						
2	934100 - TOOL-Tools - Measurement Tape	70178010	1	115.00	115.00	18	20.70
3							
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MRN no. 114638

IGST	CGST	SGST			
			Total Taxable Amount	719.80	129.56
	64.78	64.78	Total Invoice Amount	849.36	

Rupees : Eight Hundred Fourty Nine and Paise Thirty Six Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No. 101905 Date: 26/11/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-11-2022 11:37:08

94360
16.11.22 3:26:22

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	**Doc No**	94360	198088
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-11-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-11-2022	
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	629900 - GENE-General Items - Plastic Blue Sheet-- - 3600Wx5400Lmm - Sft *2 no's*	432.00	1.40	0.00	18.00	713.66
2	934100 - TOOL-Tools - Measurement Tape Steel--Freemans - 15mtrs - Nos	1.00	115.00	0.00	18.00	135.70
	Total Order Value . . .					**849.36**

Rupees : Eight Hundred Fourty Nine and Paise Thirty Six Only.

Terms and Conditions :-

Specification /	All items shall be of Cera brand ' Ocean model' Foam Flow.
~~Payment Terms~~	~~Within 01 days of delivery.~~
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	P M Complex M.G.Road, Secunderabad Phone. .
Penality For Delay	Nil
Transportation	Included by us !
Warranty	7 years warranty
~~Advance Paid~~	~~Nil~~
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Mahesh desai & Others site 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 delivery /DC can be sent by email.

For ***Mahesh Desai and Others***

Authorised Signatory

Venkat 25/11/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________ Name : ______________ Date : __/__/____

Requisition Form						
Company Name	MAHESH DESAI & OTHERS	Date:	24-11-2022			
Site & Phase :	PM MODI COMPLEX	Time:	15:30			
Unit No./Block No.						
Supplier:		Req. No.	198088			
Material required before date:	urgent	ID No.	81858			
S No.	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE9576-General Items-Plastic Blue Sheet---3600Wx5400Lmm-Sqm	2		2		
2	TOOL3390-Tools-Mesurment Tapes-Steel-Freemans- 5m-Nos	1		1		
3						
4	PO:- 94360					
5						
6						
7						
8						
9						
10						
Remarks:	FOR MADESH DESAI & OTHERS SITE PURPOSE					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Chand Mohammed					
Approved By:						
Sign & Date:	Cmohammed, 24-11-22					

APPROVED
25 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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.	23173
Mahesh Desai & Others	DC Date.	26-11-2022
PM Complex, MG Road, Secunderabad	PO No.	94360
	PO Date.	25-11-2022
	Req ID	81858
GSTIN : 36	Req Date	24-11-2022
	Loc Req No	198088

	Description of Goods	HSN/SAC	Qty
1	629900 - GENE-General Items - Plastic Blue Sheet-- - 3600Wx5400Lmm - Sft	4823018	432
2	934100 - TOOL-Tools - Measurement Tape Steel--Freemans - 15mtrs - Nos	70178010	1
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SUMMIT SALES LLP
IN WARD
No: 91646
Date: 1-12-22
Sign:
R.R. DIST.

SUMMIT SALES LLP
IN WARD
No: 84562
Date: 28/11/22
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Received Material

26/11/22