PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	3-12-22	Prepared by	S. Jaysudha	Serial no.	11136
Supplier name	Summit Sales LLp			HO inward no.	
Firm/Company	Mahesh Desai & others	Project	PM Complex	HO received date	
PO/WO date	29-11-22	PO/WO No.	94454	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27304	1-12-22	1,982/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,982/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114644	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:	1,982/-
Amount E – PO / WO value:	1,982/-
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:		07 DEC 2022			
Date		MINISH PARIKH			
Approval limit	Upto 20k	MANAGER PROCUREMENT 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.	27304
PM Complex, MG Road, Secunderabad	Invoice Date.	01-12-2022
	PO No.	94454
	PO Date.	29-11-2022
	Req ID	81965
GSTIN : 36 PAN .	Req Date	28-11-2022
	Loc Req No	198093

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	670300 - CONS-Consumables - Colin 500 ml-- - - -	84807900	20	84.00	1,680.00	18	302.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14	MRN no: 114644						
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,680.00	302.40
	151.20	151.20	Total Invoice Amount	1,982.40	

Rupees : One Thousand Nine Hundred Eighty Two and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 81663
Date: 1.12.22
Sign:

Purchase Order

 29-11-2022 11:18:41

94454
16.11.22 3:28:16

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**	94454	198093
	Doc Date	29-11-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-11-2022	
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	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	20.00	84.00	0.00	18.00	1,982.40
					Total Order Value . . .	**1,982.40**

Rupees : One Thousand Nine Hundred Eighty Two and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of branded
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	P M Complex M.G.Road, Secunderabad Phone.
Penality For Delay	Nil
Transportation Cost	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 PM modi complex 1st floor all windows glass cleaning work 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 ***Mahesh Desai and Others***

Authorised Signatory

Name : 29/11/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	MAHESH DESAI & OTHERS	Date:	28-11-2022			
Site & Phase :	PM MODI COMPLEX	Time:	17:40			
Unit No./Block No.						
Supplier:		Req. No.	198093			
Material required before date:	urgent	ID No.	81965			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS8873-Consumables-Colin 500 ml—Nos	20		20		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Above material order for pm modi complex 1st floor all windows glass cleaning work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Chand Mohammod					
Approved By:						
Sign & Date:	Cohammad, 28-11-22					

P.O.no. 94454

APPROVED
29 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.	23258
Mahesh Desai & Others	DC Date.	01-12-2022
PM Complex, MG Road, Secunderabad	PO No.	94454
	PO Date.	29-11-2022
	Req ID	81965
GSTIN : 36	Req Date	28-11-2022
	Loc Req No	198093

	Description of Goods	HSN/SAC	Qty
1	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	84807900	20
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 54746
Date: 2/12/22
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Received
Mohammed
01/12/22