PURCHASE DIVISION
Advice for approval for credit to supplier

R

Date:	3/01/23	Prepared by	Deepa	Serial no.	12509
Supplier name	SSHHP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	20/12/22	PO/WO No.	95219	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27878	26/12/22	957/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	957/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 145487	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:	957/-
Amount E – PO / WO value:	957/-
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	9/01/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deeps				
Sign:	[signature]				
Date	3/01/23				
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

Summit Sales LLP

ORIGINAL INVOICE

#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.	27878
Modi Properties Private Limited,.	Invoice Date.	26-12-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	95219
	PO Date.	20-12-2022
	Req ID	82584
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	17-12-2022
	Loc Req No	178883

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	407900 - STAT-Stationary - Carbon Paper-- - A4 -	48021010	1	156.00	156.00	18	28.08
2	301600 - STAT-Stationary - Project Folder-- -	48203000	3	7.00	21.00	18	3.78
3	164300 - STAT-Stationary - Binder Clips-- - 20mm -	83059020	5	38.00	190.00	18	34.20
4	409700 - STAT-Stationary - Binder Clips-- - 35mm -	83059020	5	42.00	210.00	18	37.80
5	522200 - STAT-Stationary - Scribling Pads-- - - -	48201020	10	15.00	150.00	18	27.00
6	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	2	42.00	84.00	18	15.12
7							
8							
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10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	811.00		145.98
	72.99	72.99	Total Invoice Amount	956.98		

Rupees : Nine Hundred Fifty Six and Paise Ninty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No. 10320
Date: 26/12
Sign:
R.R. DIST.

Purchase Order

 20-12-2022 2:54:03 PM

opy

95219
13.12.22 4:23:05

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	95219	178883
	Doc Date	20-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-12-2022	
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	407900 - STAT-Stationary - Carbon Paper-- - A4 - Box	1.00	156.00	0.00	18.00	184.08
2	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	3.00	7.00	0.00	18.00	24.78
3	164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos	5.00	38.00	0.00	18.00	224.20
4	409700 - STAT-Stationary - Binder Clips-- - 35mm - Nos	5.00	42.00	0.00	18.00	247.80
5	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	10.00	15.00	0.00	18.00	177.00
6	111200 - STAT-Stationary - Pencil-- - - - Boxes	2.00	42.00	0.00	18.00	99.12
					Total Order Value . . .	**956.98**

Rupees : Nine Hundred Fifty Six and Paise Ninty Eight 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 site office 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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Modi properties pvt ltd	Date:	17-12-2022			
Site & Phase :	May flower platinum	Time:				
Unit No./Block No.						
Supplier:		Req. No.	178883			
Material required before date:	21-12-2022	ID No.	82584			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT8323-Stationary-Carbon Paper---A4-Boxes – 4079	1		1		
2	STAT8951-Stationary-Project Folder---A3&A4-Nos (file for flats). 3016.	3 box		3 box		
3	STAT3692-Stationary-Binder Clips ---20mm-Nos – 1643	5 box		5 box		
4	STAT4023-Stationary-Binder Clips ---35mm-Nos – 4097	5 box		5 box		
5	STAT4346-Stationary-Scribling Pads----Nos – 5222 95219	10		10		
6	STAT8753-Stationary-Pencil----Boxes – 1112	2 box		2 box		
7						
8						
9						
10						
Remarks:	Towards site use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Divya					
Approved By:	K.Narendar Reddy					
Sign & Date:		17/12/22				

APPROVED
19 DEC 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

GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

Customer Details

Modi Properties Private Limited,

Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	23758
DC Date.	26-12-2022
PO No.	95219
PO Date.	20-12-2022
Req ID	82584
Req Date	17-12-2022
Loc Req No	178883

	Description of Goods	HSN/SAC	Qty
1	407900 - STAT-Stationary - Carbon Paper-- - A4 - Box	48021010	1
2	301600 - STAT-Stationary - Project Folder-- - A3& A4 - Nos	48203000	3
3	164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos	83059020	5
4	409700 - STAT-Stationary - Binder Clips-- - 35mm - Nos	83059020	5
5	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	48201020	10
6	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	2
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INWARD
Inward No: 24116 Dt: 26-12-22
MRN No: 115482 Dt: 27/12/22
Received by: Sign:
MODI PROPERTIES PVT. LTD.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 8664
Date: 3/1/23
Sign:
R.R. DIST.