PURCHASE DIVISION
Advice for approval for credit to supplier

B

| | | | | | |
|---|---|---|---|---|---|
| Date: | 16/2/23 | Prepared by | Deepa | Serial no. | **14768** |
| Supplier name | SS HP | | | HO inward no. | |
| Firm/Company | MMRK-HP | Project | GHT | HO received date | |
| PO/WO date | 7/2/23 | PO/WO No. | 96895 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 28761 | 11/2/23 | 10,417/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 10,417/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 117332 | 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: | 10,417/- |
| Amount E – PO / WO value: | 10,417/- |
| 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 | 20/2/23 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Deepa | | | | |
| Sign: | [signature] | | | | |
| Date | 16/2/23 | | | | |
| 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

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** | | |
|---|---|---|
| Mehta & Modi Realty Kowkur LLP | Invoice No. | 28761 |
| Sy No. 196, Kowkur, Hyderabad, 500010 | Invoice Date. | 11-02-2023 |
| | PO No. | 96895 |
| | PO Date. | 07-02-2023 |
| | Req ID | 84086 |
| GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F | Req Date | 06-02-2023 |
| | Loc Req No | 142610 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - | 3214 | 10 | 703.00 | 7,030.00 | 18 | 1,265.40 |
| 2 | 368900 - GENE-General Items - Sponges-- - 12pack - | 39129020 | 24 | 9.00 | 216.00 | 18 | 38.88 |
| 3 | 905700 - CONS-Consumables - Coconut Brooms-- - | 96032900 | 15 | 16.75 | 251.25 | 0 | 0.00 |
| 4 | 283000 - CONS-Consumables - Floor cleaner --Lizol | 84807900 | 5 | 88.20 | 441.00 | 18 | 79.38 |
| 5 | 649300 - CONS-Consumables - Mopping cloth-- - - - | 680510 | 10 | 16.75 | 167.50 | 5 | 8.38 |
| 6 | 661500 - CONS-Consumables - Cleaning Cloth-- - - - | 630710 | 10 | 16.75 | 167.50 | 5 | 8.38 |
| 7 | 670300 - CONS-Consumables - Colin 500 ml-- - - - | 84807900 | 5 | 84.00 | 420.00 | 18 | 75.60 |
| 8 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 281119 | 10 | 21.00 | 210.00 | 18 | 37.80 |
| 9 | | | | | | | |
| 10 | | | | | | | |
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| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 8,903.25 | | 1,513.82 |
| | 756.91 | 756.91 | Total Invoice Amount | 10,417.07 | | |

Rupees : Ten Thousand Four Hundred Seventeen and Paise Seven Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 165666
Date: 11/2
Sign:
R.R. DIST.

# Purchase Order

 07-02-2023 12:14:13

96895
**28.01.23 12:54:55**

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad<br><br>**GSTIN** 36ACQFS2044C1Z7<br>040-66335551 9618244433 | **Doc No** | 96895 | 142610 |
| | **Doc Date** | 07-02-2023 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 06-02-2023 | |
| | **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs | 10.00 | 703.00 | 0.00 | 18.00 | 8,295.40 |
| 2 | 368900 - GENE-General Items - Sponges-- - 12pack - Nos | 24.00 | 9.00 | 0.00 | 18.00 | 254.88 |
| 3 | 905700 - CONS-Consumables - Coconut Brooms-- - - - Nos | 15.00 | 16.75 | 0.00 | 0.00 | 251.25 |
| 4 | 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 5.00 | 88.20 | 0.00 | 18.00 | 520.38 |
| 5 | 649300 - CONS-Consumables - Mopping cloth-- - - - Nos | 10.00 | 16.75 | 0.00 | 5.00 | 175.88 |
| 6 | 661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos | 10.00 | 16.75 | 0.00 | 5.00 | 175.88 |
| 7 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 5.00 | 84.00 | 0.00 | 18.00 | 495.60 |
| 8 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 10.00 | 21.00 | 0.00 | 18.00 | 247.80 |
| | | | | | **Total Order Value . . .** | **10,417.06** |

Rupees : Ten Thousand Four Hundred Seventeen and Paise Six Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | Included in the above prices |
| **Delivery Date** | With in a day |
| **Delivery Location** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | NIL |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order for site cleaning work purpose. |
| **Completion Date** | Nil |

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

# Purchase Order

 07-02-2023 12:14:13 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 invoice must be snet to HO office or purchase site office Proof of delivery /DC can be sent by email.

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | Mehta & Modi Realty Kowkur LLP | Date: | 06-02-2023 | | | |
| Site & Phase : | GHT | Time: | 15:29 | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 142610 | | | |
| Material required before date: | 07-02-2023 | ID No. | 84086 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CHEM5170-Chemical-Tiles Adhesive---25Kgs-Bags – 3165 | 10 | | 10 | | |
| 2 | GENE1417-General Items-Sponges---12pack-Nos – 3689 | 24 | | 24 | | |
| 3 | CONS9459-Consumables-Coconut Brooms----Nos – 9057 | 15 | | 15 | | |
| 4 | CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos – 2830 | 5 | | 5 | | |
| 5 | CONS8187-Consumables-Mopping cloth----Nos – 6493 96895. | 10 | | 10 | | |
| 6 | CONS6196-Consumables-Cleaning Cloth----Nos – 6615 | 10 | | 10 | | |
| 7 | CONS8873-Consumables-Colin 500 ml----Nos – 6703 | 5 | | 5 | | |
| 8 | CONS7227-Consumables-Acid---1Ltr-Nos – 4717 | 10 | | 10 | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | GHT Cleaning work purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | APPROVED 07 FEB 2023 | Purchase | | MD |
| Prepared By: | D Devi | | | | | |
| Approved By: | A Suresh | | | | | |
| Sign & Date: | 06-02-2023 | | | | | |

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. | 24569 |
|---|---|---|
| Mehta & Modi Realty Kowkur LLP | DC Date. | 11-02-2023 |
| Sy No. 196, Kowkur, Hyderabad, 500010 | PO No. | 96895 |
| | PO Date. | 07-02-2023 |
| | Req ID | 84086 |
| | Req Date | 06-02-2023 |
| GSTIN : 36ABLFM7631F1Z3 | Loc Req No | 142610 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs | 3214 | 10 |
| 2 | 368900 - GENE-General Items - Sponges-- - 12pack - Nos | 39129020 | 24 |
| 3 | 905700 - CONS-Consumables - Coconut Brooms-- - - - Nos | 96032900 | 15 |
| 4 | 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 84807900 | 5 |
| 5 | 649300 - CONS-Consumables - Mopping cloth-- - - - Nos | 680510 | 10 |
| 6 | 661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos | 630710 | 10 |
| 7 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 84807900 | 5 |
| 8 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 281119 | 10 |
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INWARD
Inward No 13793 Dt: 11 02 23
GRN No: 117332 Dt: 13 02 23
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
14:30

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No. 862263
Date: 16/2
Sign:
R.R. DIST.