

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date: 5/01/2022		Prepared by: N. Shraya	
PO/WO no. 83795		PO / WO Date. 21/12/2021	
Supplier Name Summit Sales LLP		PO/WO amount 2,558/-	
Firm/Company Menta & Modi Realty Kowkur Up		Project GHT	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	21074	22/12/2021	923/-
2.	/	/	/
3.	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			923/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	18034	22/12/2021	101021 ☒ Yes ☐ No
2.			☒ Yes ☐ No
3.			☒ Yes ☐ No
4.			☒ Yes ☐ No
Amount B –Other Credits : Hamali charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			923/-
Amount E – PO / WO value:			2558/-
Amount F – Difference (A – E):			- 1635/-
Quantity received as per PO /WO		☐ Yes ☐ Excess received ☒ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☐ Yes ☐ No (explained below)	
Excess / short material received		☐ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☐ Yes ☒ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. /- ☒ No	
Payment – due date		10/01/2022	
Remarks: part Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Shraya		
Date	5/01/2022		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX 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

1 of 1 :

Customer Details				Invoice No.		21074	
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010 GSTIN : 36ABLFM7631F1Z3							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

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GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 22-12-2021

Customer Details		DC No.	18034
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010 GSTIN : 36ABLFM7631F1Z3		DC Date.	22-12-2021
		PO No.	83795
		PO Date.	21-12-2021
		Req ID	72250
		Req Date	21-12-2021
		Loc Req No	140967
	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	20
2	7555 - Stationery - other - Paper - A4 - bundles	4810	2
3			
4			
5			
6			
7			
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for Summit Sales LLP

Authorised signatory

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Purchase Order

Page(s) 1 Of 1

21-12-2021 14:26:21

Or



83795

15.12.21 11:28:56

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50001
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

Doc No 83795 140967

Doc Date 21-12-2021

Quote No Nil

Quote Date 21-12-2021

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7544 - Stationery - other - Marker - NA - nos Black	20.00	16.00	0.00	18.00	377.60
2 7555 - Stationery - other - Paper - A4 - bundles	8.00	231.00	0.00	18.00	2,180.64
Total Order Value . . .					2,558.24

Rupees : Two Thousand Five Hundred Fifty Eight and Paise Twenty Four 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 Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty 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 MD site office 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 **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 KowkurLLP		Date:		21-12-2021	
Site & Phase :		GHT		Time:		10:46	
Supplier		SSLLP		Req. No.		140967	
Material required before date:			23-12-2021		ID No.		72250
No	Description	Size	Quantity	Units	Inward No	Date	
1	Black markers	Big	03	boxes			
2	A4 size paper's	Std	08	Bundles			
3							
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5							
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7							
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9							
10							
11							
Remarks: - For Office use Purpose.							
Prepared By		K.Sneha		Approved by		A Suresh	
Sign.& Date		21-12-2021		Sign. & Date		21-12-2021	

Note: On receipt of material at site write inward number and date in last 2 columns.



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

1 of 1 : 22-12-2021

Supplier / Customer / Transporter - Copy

Customer Details

Mehta & Modi Realty Kowkur LLP
Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3

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INWARD	
Inward No: 11876	Dr: 22/12/21
MIRN No: 101021	Dr: 22/12/21
Received By: [Signature]	Sign: [Signature]
MEHTA & MODI REALTY KOWKUR LLP	

12:53

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory