PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/1/22	Prepared by:	Sneha.
PO/WO no.	83661	PO / WO Date.	16/12/21
Supplier Name	Summit Sales Up	PO/WO amount	118.46/-
Firm/Company	mehta & modi Realty Kowkar LLP	Project	GHT
Sl. No.	Bill No.	Bill Date	Bill amount
1	21006	17/12/21	118.46/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			118.46/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	17986	17/12/21	100866	☑ Yes □ No
2.				□ Yes □ No
3.				□ 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:	118.46/-
Amount E – PO / WO value:	118.46/-
Amount F – Difference (A – E): GST-18%	—

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	10/1/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature] APPROVED					
Date	3/1/22	06 JAN 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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	21006
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	17-12-2021
	PO No.	83661
	PO Date.	16-12-2021
	Req ID	72076
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	15-12-2021
	Loc Req No	140950

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7544 - Stationery - other - Marker - NA - nos	9608	3	16.00	48.00	18	8.64
	Black						
2	7560 - Stationery - other - Pen - NA - nos	9608	10	3.50	35.00	18	6.30
	Blue						
3	7523 - Stationery - other - Eraser - NA - nos		4	1.50	6.00	18	1.08
4	7585 - Stationery - other - Sharpner - NA - nos	8214	4	3.00	12.00	12	1.44
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7							
8							
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10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	101.00	17.46
	8.73	8.73	Total Invoice Amount	118.46	

Rupees : One Hundred Eighteen and Paise Fourty Six Only.

SUMMIT SALES LLP
IN WARD
No: 88550
Date: 18/12
Sign:
R.R. DIST.

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

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.	17986
Mehta & Modi Realty Kowkur LLP	DC Date.	17-12-2021
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	83661
	PO Date.	16-12-2021
	Req ID	72076
GSTIN : 36ABLFM7631F1Z3	Req Date	15-12-2021
	Loc Req No	140950

	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	3
2	7560 - Stationery - other - Pen - NA - nos	9608	10
3	7523 - Stationery - other - Eraser - NA - nos		4
4	7585 - Stationery - other - Sharpner - NA - nos	8214	4
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

83661
15.12.21 11:27:15

 16-12-2021 12:00:41

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	83661	140950
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	16-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-12-2021	
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	7544 - Stationery - other - Marker - NA - nos *Black*	3.00	16.00	0.00	18.00	56.64
2	7560 - Stationery - other - Pen - NA - nos *Blue*	10.00	3.50	0.00	18.00	41.30
3	7523 - Stationery - other - Eraser - NA - nos	4.00	1.50	0.00	18.00	7.08
4	7585 - Stationery - other - Sharpner - NA - nos	4.00	3.00	0.00	12.00	13.44
				Total Order Value . . .		**118.46**

Rupees : One Hundred Eighteen and Paise Fourty Six 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
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 MD site use 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

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Mehta & Modi Realty KowkurLLP	Date:	15-12-2021
Site & Phase :	GHT	Time:	10:43
Supplier	SSLLP	Req. No.	140950
Material required before date: 17-12-2021		ID No.	72076.

No	Description	Size	Quantity	Units	Inward No	Date
1	Black markers	Big	03	boxes		
2	Blue Pens	Std	01	Box		
3	Erasers 83661	Std	04	No.s		
4	Sharpeners	Std	04	No.s		
5						
6						
7						
8						
9						
10						
11						

Remarks: - For Office use Purpose.

Prepared By	N.Shravya	Approved by	A Suresh
Sign.& Date	15-12-2021	Sign. & Date	15-12-2021

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

APPROVED
15 DEC 2021
P. PRABHAKAR
Sr. 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		
Mehta & Modi Realty Kowkur LLP	DC No	17986
Sy No. 196, Kowkur, Hyderabad, 500010	DC Date	17-12-2021
	PO No	83661
	PO Date	16-12-2021
	Req ID	72076
	Req Date	15-12-2021
GSTIN : 36ABLFM7631F1Z3	Loc Req No	140950

	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	3
2	7560 - Stationery - other - Pen - NA - nos	9608	10
3	7523 - Stationery - other - Eraser - NA - nos		4
4	7585 - Stationery - other - Sharpner - NA - nos	8214	4
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20	INWARD		
21	Inward No: 11855 Dt: 17/12/21		
22	MRN No: 100866 Dt: 20/12/21		
23	Received By:		
24			
25	MEHTA & MODI REALTY KOWKUR LLP		
26			
27	17:00		
28			
29			
30			

SUMMIT SALES LLP
IN WARD
No: 76445
Date: 24/12
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction