PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/1/22	Prepared by	T.D. Mguiney	Serial no.	- 1417
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MRP LLP	Project	NGH	HO received date	
PO/WO date	4/1/22	PO/WO No.	84226	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21329	5/1/22	6,104-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,104-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101927	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:	6,104-00
Amount E – PO / WO value:	6,104-00
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	24/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Mguiney	APPROVED 18 JAN 2022 MINISH PARIKH MANAGER PROCUREMENT			
Sign:					
Date	18/1/22				
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		
Modi Realty Pocharam LLP	Invoice No.	21329
Nilgiri Heights, Pocharam, 500088	Invoice Date.	05-01-2022
	PO No.	84226
	PO Date.	04-01-2022
	Req ID	72643
GSTIN : 36ABIFM1836H1Z7 PAN AB1FM1836H	Req Date	04-01-2022
	Loc Req No	181811

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	6	231.00	1,386.00	12	166.32
2	7529 - Stationery - other - File Folders - NA - nos A3		400	5.50	2,200.00	18	396.00
3	7529 - Stationery - other - File Folders - NA - nos A4		200	5.50	1,100.00	18	198.00
4	7513 - Stationery - other - Cello Tape - 1 In - nos		6	37.00	222.00	12	26.64
5	7514 - Stationery - other - Cello Tape - other - nos Brown Tape		6	57.75	346.50	18	62.36
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IGST	CGST	SGST				
			Total Taxable Amount	5,254.50		849.32
	424.66	424.66	Total Invoice Amount	6,103.83		

Rupees : Six Thousand One Hundred Three and Paise Eighty Three Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89315 Date: 5/01 Sign: L

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 04-01-2022 15:55:38

84226

5:44:07

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500
G S T No. : 36ABIFM1836H1Z7

Supplier Details

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	84226	181811
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	04-01-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	6.00	231.00	0.00	12.00	1,552.32
2	7529 - Stationery - other - File Folders - NA - nos *A3*	400.00	5.50	0.00	18.00	2,596.00
3	7529 - Stationery - other - File Folders - NA - nos *A4*	200.00	5.50	0.00	18.00	1,298.00
4	7513 - Stationery - other - Cello Tape - 1 In - nos	6.00	37.00	0.00	12.00	248.64
5	7514 - Stationery - other - Cello Tape - other - nos *Brown Tape*	6.00	57.75	0.00	18.00	408.87
	Rupees : Six Thousand One Hundred Three and Paise Eighty Three Only.		**Total Order Value . . .**			**6,103.83**

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	Nilgiri Heights pocharam Phone. .9849497484
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 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 Realty Pocharam LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP	Date:	04-01-2022
Site & Phase :	Niligiri Heights	Time:	12:26
Supplier:		Req. No.	181811
0Material required before date: Urgent		ID No.	72643

No	Description	Size	Quantity	Units	Inward No	Date
1	**Brown tape**	**Std**	06	No's		
2	White tape	Std	06	No's		
3	Paper bundle 84226	A4	06	No's		
4	Drawing covers	A3	04	Packets		
5	Drawing covers	A4	02	Packets		
6	Job work book	STD	03	No's		

Remarks: for site office use			
Prepared By	S.Sharvani	Approved by	
Sign.& Date	04-01-22	Sign. & Date	

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

APPROVED
04 JAN 2022
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

 05-01-2022

Customer Details	DC No.	18258
Modi Realty Pocharam LLP	DC Date.	05-01-2022
Nilgiri Heights, Pocharam, 500088	PO No.	84226
	PO Date.	04-01-2022
	Req ID	72643
GSTIN : 36ABIFM1836H1Z7	Req Date	04-01-2022
	Loc Req No	181811

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	6
2	7529 - Stationery - other - File Folders - NA - nos		400
3	7529 - Stationery - other - File Folders - NA - nos		200
4	7513 - Stationery - other - Cello Tape - 1 In - nos		6
5	7514 - Stationery - other - Cello Tape - other - nos		6
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD
Inward No: 6800 Dt: 5/01/22
MRN No: 10192 Dt: 7/01/22
Received By: Bhola
Sign:
NILGIRI HEIGHTS

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 76828
Date: 8/01
Sign:
R.R. DIST.