PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/1/22	Prepared by	Prabhakar	Serial no.	1382
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	6/1/22	PO/WO No.	84284	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21412	10/1/22	1051-11	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1051-10
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102149	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:	1051-00
Amount E – PO / WO value:	1051-00
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:		Prabhakar			
Sign:		17 JAN 2022			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details		Invoice No.	21412
Modi Properties Private Limited,.		Invoice Date.	10-01-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad		PO No.	84284
		PO Date.	06-01-2022
		Req ID	72705
		Req Date	06-01-2022
GSTIN : 36AABCM4761E1ZM	PAN AABCM4761E	Loc Req No	178297

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	18	12.60
	Blue & Black						
2	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4	21.00	84.00	18	15.12
3	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
4	7585 - Stationery - other - Sharpner - NA - nos	8214	5	3.00	15.00	12	1.80
5	7523 - Stationery - other - Eraser - NA - nos		5	1.50	7.50	18	1.36
6	7533 - Stationery - other - Highlighter - NA - nos	9608	5	20.00	100.00	12	12.00
7	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	18	27.00
8	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.90	189.00	12	22.68
	Black & Red						
9	7505 - Stationery - other - Binder Clips - other -	8305	3	45.00	135.00	18	24.30
	32mm						
10	7505 - Stationery - other - Binder Clips - other -	8305	2	38.00	76.00	18	13.68
	25mm						
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	910.50		140.62
	70.31	70.31	Total Invoice Amount		1,051.11	

Rupees : One Thousand Fifty One and Paise Eleven Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89545
Date: 10/01
Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 06-01-2022 12:55:09

84284

5:44:07

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	**Doc No**	84284	178297
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	06-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	06-01-2022	
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	7560 - Stationery - other - Pen - NA - nos *Blue & Black*	20.00	3.50	0.00	18.00	82.60
2	7605 - Stationery - other - Whitner Pen - NA - nos	4.00	21.00	0.00	18.00	99.12
3	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
4	7585 - Stationery - other - Sharpner - NA - nos	5.00	3.00	0.00	12.00	16.80
5	7523 - Stationery - other - Eraser - NA - nos	5.00	1.50	0.00	18.00	8.85
6	7533 - Stationery - other - Highlighter - NA - nos	5.00	20.00	0.00	12.00	112.00
7	7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	18.00	177.00
8	7512 - Stationery - other - CD Marker - NA - nos *Black & Red*	10.00	18.90	0.00	12.00	211.68
9	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	3.00	45.00	0.00	18.00	159.30
10	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	2.00	38.00	0.00	18.00	89.68
					Total Order Value . . .	**1,051.11**

Rupees : One Thousand Fifty One and Paise Eleven 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.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

 06-01-2022 12:55:09 Original / Office Copy / Purchase Div.Copy

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 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:	06.01.2022
Site & Phase :	May Flower Platinum	Time:	11:45
Supplier		Req.No.	178297
Material required before date:	10.01.2022	ID No.	72705

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue/Black pens	std	2	boxes		
2	Whiteners	std	5	Nos		
3	Pencils	std	2	boxes		
4	Sharpener & Eraisers 84284	std	5	Nos		
5	Highlaters	std	5	Nos		
6	Scibling pads	std	10	Nos		
7	CD Markars Small- Black& Red	std	10	Nos		
8	Binder clip Big& Small	std	5	boxes		
9						
10						

Remarks: Towards Office use purpose .

Prepared By	N.Subhash	Approved by	S.V.Subba Reddy
Sign.& Date	06.01.2022	Sign. & Date	

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

APPROVED
06 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

stomer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

ner Details		
i Properties Private Limited.	DC No	18341
y No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date	10-01-2022
	PO No.	84284
	PO Date.	06-01-2022
	Req ID	72705
GSTIN : 36AABCM4761E1ZM	Req Date	06-01-2022
	Loc Req No	178297

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7605 - Stationery - other - Whitner Pen - NA - nos	9608	4
3	7563 - Stationery - other - Pencil - NA - boxes	4421	2
4	7585 - Stationery - other - Sharpner - NA - nos	8214	5
5	7523 - Stationery - other - Eraser - NA - nos		5
6	7533 - Stationery - other - Highlighter - NA - nos	9608	5
7	7584 - Stationery - other - Scribbling Pads - other - nos		10
8	7512 - Stationery - other - CD Marker - NA - nos	9608	10
9	7505 - Stationery - other - Binder Clips - other - boxes	8305	3
10	7505 - Stationery - other - Binder Clips - other - boxes	8305	2
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Subject to Hyderabad Jurisdiction

INWARD

Inward No: 8500	Dt: 10/1/22
GRN No: 102149	Dt:
Received By:	Sign: n 13 am

MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP
INWARD
No: 16599
Date: 12 / 01
Sign:
R.R. DIST.