PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/01/22	Prepared by	Janaki	Serial no.	134
Supplier name	Summit Sales Up			HO inward no.	
Firm/Company	MCS	Project	greens towers	HO received date	
PO/WO date	29/12/21	PO/WO No.	84033	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21295	04/01/22	1,733.18/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,733.18/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:		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:	1,733.18/-
Amount E – PO / WO value:	1,733.18/-
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	24/01/22
Remarks:	final Bill.
	Approved Received by Sarwar

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Janaki	Prabhakar			
Sign:	Janaki				
Date	17/01/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
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

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		
Mody Consultancy Services	Invoice No.	21295
Green Towers	Invoice Date.	04-01-2022
	PO No.	84033
	PO Date.	29-12-2021
	Req ID	72501
GSTIN : 36AAXFM0733F1Z4 PAN AAXFM0733F	Req Date	24-12-2021
	Loc Req No	183349

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12		864	1.70	1,468.80	18	264.38
	04 nos						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,468.80	264.38
	132.19	132.19	Total Invoice Amount	1,733.18	

Rupees : One Thousand Seven Hundred Thirty Three and Paise Eighteen Only.

SUMMIT SALES LLP
IN WARD
No: 89273
Date: 5/01
Sign: L
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 29-12-2021 15:11:21 Ori 84033

5:44:06

From Company : **Modi Consultency Service**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	84033	183349
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-12-2021	
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	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft *04 nos*	864.00	1.70	0.00	18.00	1,733.18
					Total Order Value . . .	**1,733.18**

Rupees : One Thousand Seven Hundred Thirty Three and Paise Eighteen 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	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 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 Green Towers UB & LB painting work 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 Consultency Service*

Authorised Signatory

30/12/2021

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MCS	Date:	24-12-2021
Site & Phase :	GREENS TOWERS	Time:	10:30 AM
Supplier		Req. No.	183349
Material required before date:	Urgent	ID No.	72501

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue sheet	std	04	NOS		
2						
3						
4						
5						
6						
7	84033					
8						
9						
10						

Remarks : Towards GREENS TOWERS UB LB PAINTINGB WORK purpose.

Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	24-12-2021	Sign. & Date	

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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

plier / Customer / Transporter - Copy **GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details	DC No.	18224
Mody Consultancy Services	DC Date.	04-01-2022
Green Towers	PO No.	84033
	PO Date.	29-12-2021
	Req ID	72501
GSTIN : 36AAXFM0733F1Z4	Req Date	24-12-2021
	Loc Req No	183349

	Description of Goods	HSN/SAC	Qty
1	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft		864
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SUMMIT SALES LLP R.R. DIST.
INWARD No: 7672
Date: 6/01
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Material received