

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/01/2022		Prepared by: MINISH		Serial no. - 1488	
Supplier name: SELLER				HO inward no.	
Firm/Company: Melita & Madh Realty Kowkur LLP		Project: G+15		HO received date	
PO/WO date: 12/01/2022		PO/WO No. 84471		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21505	14/01/2022	382/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 382/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 102324	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 382/-

Amount E – PO / WO value: 382/-

Amount F – Difference (A – E): NIL

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: 20/01/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	21505		
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010				Invoice Date.	14-01-2022		
				PO No.	84471		
				PO Date.	12-01-2022		
				Req ID	72862		
				Req Date	11-01-2022		
GSTIN : 36ABLFM7631F1Z3				Loc Req No	141009		
PAN ABLFM7631F							
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	36	9.00	324.00	18	58.32
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST	SGST	Total Taxable Amount	
				29.16	29.16	Total Invoice Amount	
					324.00		58.32
					382.32		

Rupees : Three Hundred Eighty Two and Paise Thirty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 1

12-01-2022 11:02:05



84471

08.01.22 11:42:54

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

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	84471	141009
	Doc Date	12-01-2022	
	Quote No	Nil	
	Quote Date	12-01-2022	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	36.00	9.00	0.00	18.00	382.32
Total Order Value . . .					382.32
Rupees : Three Hundred Eighty Two and Paise Thirty Two 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 Site misc work 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**

Date : __/__/__

Name : _____

Requisition Form

Company Name:		MMR Kowkur llp		Date:		11-01-2022	
Site & Phase :		GHT		Time:		12:20	
Supplier				Req. No.		141009	
Material required before date:		12-01-2022		ID No.		72862	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Sponges 84471	Std	03	Dozens			
2	Dust bin covers[black]	Small	04	packets			
3	Dust bin covers[black]	Big	01	packet			
4							
5							
6							
7							
8							
9							
10							
11							
Remarks: - For Site&office purpose							
Prepared By		K.Sneha		Approved by		A.Suresh	
Sign. & Date		11-01-2022		Sign. & Date		11-01-2022	

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 14-01-2022

Customer Details

Mehta & Modi Realty Kowkur LLP

Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3

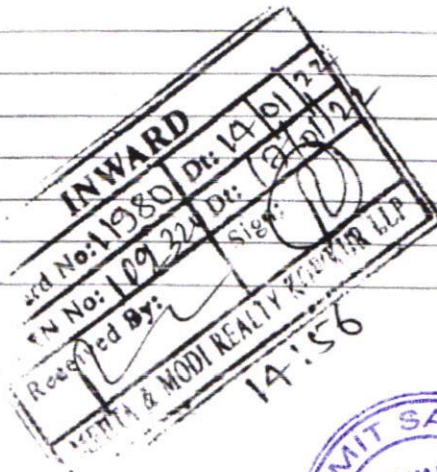
DC No.	18421
DC Date.	14-01-2022
PO No.	84471
PO Date.	12-01-2022
Req ID	72862
Req Date	11-01-2022
Loc Req No	141009

Description of Goods

HSN/SAC

Qty

1	4057 - Consumables - Sponges - NA - nos	3921	36
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory