

PURCHASE DIVISION  
Advice for approval for credit to supplier

(E)

Date: 14/01/22		Prepared by: Kavitha		Serial no. 1121	
Supplier name: Summit sales LP				HO inward no.	
Firm/Company: Modi Realty Gurgaon Wazirpur		Project: MRGV		HO received date	
PO/WO date		PO/WO No. 83708		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	21251	30/12/21	1362.90/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 101525		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges					
Amount C – Other Debits :					
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1362.90	
Amount E – PO / WO value:				3,044.40/-	
Amount F – Difference (A – E):				1362.90/-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		24/01/22.			
Remarks: – Final Bill –					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	Kavitha				
Date	14/01/22.				
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.

**Summit Sales LLP**

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	21251					
Modi Realty Genome Valley LLP				Invoice Date.	30-12-2021					
Sy no. 31 & 32, murharipally, Genome Valley, Hyderabad				PO No.	83708					
				PO Date.	17-12-2021					
				Req ID	72165					
				Req Date	17-12-2021					
GSTIN : 36ABFFM3063P1ZU				Loc Req No	94993					
PAN ABFFM3063P										
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt			
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	18	207.90			
2										
3										
4										
5										
6										
7										
8										
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12										
13										
14										
15										
IGST				CGST		SGST		Total Taxable Amount	1,155.00	207.90
				103.95		103.95		Total Invoice Amount	1,362.90	
Rupees : One Thousand Three Hundred Sixty Two and Paise Ninty Only.										

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

# 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 : 30-12-2021

Customer Details		DC No.	18180
Modi Realty Genome Valley LLP		DC Date.	30-12-2021
Sy no. 31 & 32, murharipally, Genome Valley, Hyderabad		PO No.	83708
		PO Date.	17-12-2021
		Req ID	72165
GSTIN : 36ABFFM3063P1ZU		Req Date	17-12-2021
		Loc Req No	94993
	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2			
3			
4			
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6			
7			
8			
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for Summit Sales LLP

Authorised signatory



# Purchase Order

Page(s) 1 Of 1

18-12-2021 11:33:10



83708

15.12.21 11:28:55

From Company : **Modi Realty Genome Valley LLP**  
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003  
G S T No. : 36ABFFM3063P1ZU

## 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	83708	94993
Doc Date	17-12-2021	
Quote No	Nil	
Quote Date	17-12-2021	
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	10.00	231.00	0.00	18.00	2,725.80
2 7505 - Stationery - other - Binder Clips - other - boxes 32mm	6.00	45.00	0.00	18.00	318.60
<b>Total Order Value . . .</b>					<b>3,044.40</b>

Rupees : Three Thousand Fourty Four and Paise Fourty 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** Bloomdale Residency at Genome Valley

Murharipalli,servey no-31&amp; 32

Phone. Madhu Site Engineer - 9502211499

**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 use 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.

*Completed*  
Bill no - 21055  
Bill dt - 21/12/21  
Amt - 1682  
Bal Amt - 1362/-  
Kant  
30/12

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

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## Requisition Form

Company Name:		MRGV	Date:		17-12-2021	
Site & Phase :		BRGV	Time:		15:18 AM	
Supplier			Req. No.		94993	
Material required before date:		19-12-2021	ID No.		72165	
No	Description	Size	Quantity	Units	Inward No	Date
1	White papers	A4	10	Bundles		
2	Binder clips	Small	10	Boxes		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Remarks: Towards BRGV Staff use purpose.						
Prepared By		J.Soundarya	Approved by		P. PRABHAKAR Sr. MANAGER, PURCHASE	
Sign.& Date		17-12-2021	Sign. & Date		17-12-2021	

83708

APPROVED  
17 DEC 2021  
P. PRABHAKAR  
Sr. MANAGER, PURCHASE

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

GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

1 of 1 30-12-2021

Customer Details		DC No.	18180
Modi Realty Genome Valley LLP		DC Date	30-12-2021
Sy no. 31 & 32, murharipally, Genome Valley, Hyderabad		PO No	83708
GSTIN : 36ABFFM3063P1ZU		PO Date	17-12-2021
		Req ID	72165
		Req Date	17-12-2021
		Loc Req No	94993
Description of Goods		HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
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INWARD	
Inward No: 1612	Dt: 30/12/21
MRN No: 101525	Dt: 31/12/21
Received By:	Sign:
MODI REALTY GENOME VALLEY LLP	

for Summit Sales LLP

Authorised signatory

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