PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/1/22	Prepared by	Prabhakar	Serial no.	[illegible]166[illegible]
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	84629	PO/WO No.	18/1/22.	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21584	19/1/22	1616.60	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1616-60
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102432	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:	1616-60
Amount E – PO / WO value:	1616-60
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:		[signature]			
Date		22 JAN 2022			
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	Invoice No.	21584
Modi Properties Private Limited,.	Invoice Date.	19-01-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	84629
	PO Date.	18-01-2022
	Req ID	72273
	Req Date	20-12-2021
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Loc Req No	178256

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7663 - Stationery -other - Executive bag - NA - nos	4202	2	685.00	1,370.00	18	246.60
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,370.00	246.60
	123.30	123.30	Total Invoice Amount	1,616.60	

Rupees : One Thousand Six Hundred Sixteen and Paise Sixty Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89827 Date: 19/01 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 18-Jan-22 1:17:07 PM Ori

84629
08.01.22 11:50:03

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**	84629	178256
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	18-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	18-01-2022	
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	7663 - Stationery -other - Executive bag - NA - nos	2.00	685.00	0.00	18.00	1,616.60
					Total Order Value . . .	**1,616.60**

Rupees : One Thousand Six Hundred Sixteen and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	HP 15.6 Inches expandable laptop bag.
Payment Terms	After Delivery & Production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damages if any in suppliers account Narendar reddy, Subash, 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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

	Modi Properties Pvt Ltd	Date:	20.12.2021
	May Flower Platinum	Time:	05:20
		Req.No.	178256
...ial required before date: 23.12.2021		ID No.	72273

No	Description	Size	Quantity	Units	Inward No	Date
1	Laptop bags	Std	2	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

84629

Remarks: Towards narender reddy sir and subhash laptop use Purpose.

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	20.12.2021	Sign. & Date	

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

APPROVED
21 DEC 2021
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

Customer Details		
Modi Properties Private Limited,	DC No.	18491
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date	19-01-2022
	PO No.	84620
	PO Date	18-01-2022
	Req ID	72881
GSTIN : 36AABCM4761E1ZM	Req Date	12-01-2022
	Loc Req No	178318

	Description of Goods	HSN/SAC	Qty
1	7683 - Stationery - printing - Scanner - NA - Nos		1
2			
3			
4			
5			
6			
7			
8			
9			
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11			
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INWARD

Inward No 8548	Dt: 19/1/22
MRN No: 102432	Dt:
Received By:	Sign: Srujan
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 22089
Date: 21/01
Sign:
R.R. DIST.