PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 24/1/22 | Prepared by | T.D. Mpriney | Serial no. | --180 |
| Supplier name | Summit Sales cop | | | HO inward no. | |
| Firm/Company | MHPL | Project | SOV-III | HO received date | |
| PO/WO date | 18/1/22 | PO/WO No: | 84691 | Scan ID: | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 21658 | 22/1/22 | 1,552-00 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,552-00 |
| Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 102591 | 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: | 1,552-00 |
| Amount E – PO / WO value: | 3,105-00 |
| Amount F – Difference (A – E): | -1,553-00 |
| 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 | 31/1/22 |
| Remarks: Part bill received | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | T.D. Mpriney | Prabhakar | | | |
| Sign: | [signature] | [signature] | | | |
| Date | 24/1/22 | 24 JAN 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED

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** | | |
|---|---|---|
| Modi Housing Pvt Ltd | Invoice No. | 21658 |
| SOV III, Sy no, 11,12,14,15,16,17,18, & 294,, Hyderabad, | Invoice Date. | 22-01-2022 |
| | PO No. | 84671 |
| | PO Date. | 18-01-2022 |
| | Req ID | 73042 |
| GSTIN : 36AADCM5906D2Z0 PAN AADCM5906D | Req Date | 17-01-2022 |
| | Loc Req No | 185116 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 6 | 231.00 | 1,386.00 | 12 | 166.32 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 1,386.00 | | 166.32 |
| | 83.16 | 83.16 | Total Invoice Amount | 1,552.32 | | |

Rupees : One Thousand Five Hundred Fifty Two and Paise Thirty Two Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90016 Date: 22/01 Sign:

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

84671
08.01.22 11:50:03

Page(s) 1 Of 1 20-01-2022 10:45:38 AM

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 84671 | 185116 |
| 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** | 17-01-2022 | |
| 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 | 7555 - Stationery - other - Paper - A4 - bundles | 12.00 | 231.00 | 0.00 | 12.00 | 3,104.64 |
| | | | | | **Total Order Value . . .** | **3,104.64** |

Rupees : Three Thousand One Hundred Four and Paise Sixty Four 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** Silver Oak Villas Part III
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0

**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 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.

Part Bill received of Rs.1552/- Bno: 21858. and bal. bill to be receivable.
22/1/22
24/1/22

For *Modi Housing Pvt.Ltd*
Authorised Signatory
Name : 21/01/2022

Accepted the above Terms And Conditions
For *Summit Sales LLP*
Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MHPL-SOV-III | Date: | 17-01-2022 |
| Site & Phase : | Silver Oak Villas-III | Time: | 12:00 |
| Supplier | | Req. No. | 185116 |
| Material required before date. Urgent | | ID No. | 73042 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Paper Bundles | A4 | 12 | Nos | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 84671. | | | | | |
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| 10 | | | | | | |

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|---|---|---|---|
| Remarks: For Office use purpose | | | |
| Prepared By | B.Meenakshi | Approved by | |
| Sign.& Date | 17-01-2022 | Sign. & Date | |

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

APPROVED
17 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

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | DC No. | 18557 |
|---|---|---|
| Modi Housing Pvt Ltd | DC Date. | 22-01-2022 |
| SOV III, Sy no, 11,12,14,15,16,17,18, & 294,, Hyderabad, | PO No. | 84671 |
| | PO Date. | 18-01-2022 |
| | Req ID | 73042 |
| GSTIN : 36AADCM5906D2Z0 | Req Date | 17-01-2022 |
| | Loc Req No | 185116 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 6 |
| 2 | | | |
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| 30 | | | |

INWARD WITH TIME:
Inwrd No. 203 Dt: 22/1/22
GRN No. 102591 Dt: 22/1/22
Received By Sign:
MHPL-SOV-PART-III

SUMMIT SALES LLP IN WARD No. 77218 Date: 24/01 Sign: R.R. DIST.

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

*Authorised signatory*