

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/2/22	Prepared by	Nagendar	Serial no.	211
Supplier name	Summit Sales LLP	HO inward no.			
Firm/Company	MPP L	Project	MPL	HO received date	
PO/WO date	24/1/22	PO/WO No.	84837	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21723	27/1/22	2,841.35	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		2,841.35
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.:	102835	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:		2,841.35
Amount E – PO / WO value:		6,640.90
Amount F – Difference (A – E):		3,799.55
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	7/2/22	
Remarks: - Part bill -		

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Nagendar				
Sign:					
Date	1/2/22				
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.

TAX 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

1 of 1 :

Customer Details				Invoice No.		21723			
Modi Properties Private Limited, Sy No. 82/1, Mallapur, Nacharam, Hyderabad				Invoice Date.		27-01-2022			
				PO No.		84837			
				PO Date.		24-01-2022			
				Req ID		73182			
				Req Date		22-01-2022			
GSTIN : 36AABCM4761E1ZM				PAN AABCM4761E		Loc Req No		178336	
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4008 - Consumables - Cleaning Cloth - other - nos			6307	20	16.80	336.00	5	16.80
	Yellow								
2	4008 - Consumables - Cleaning Cloth - other - nos			6307	20	16.80	336.00	5	16.80
	White								
3	4003 - Consumables - Bombay Broom - Big - nos			9603	10	68.00	680.00	0	0.00
	Big								
4	4098 - Consumables - Dust pan - NA - nos				6	35.00	210.00	18	37.80
5	4009 - Consumables - Coconut Broom - other - nos			9603	25	15.75	393.75	0	0.00
6	4005 - Consumables - Broom with stick - NA - nos				6	115.00	690.00	18	124.20
7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		2,645.75	195.60
		97.80		97.80		Total Invoice Amount		2,841.35	
Rupees : Two Thousand Eight Hundred Fourty One and Paise Thirty Five Only.									

for Summit Sales LLP



[Signature]
Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

Page(s) 1 Of 2

24-01-2022 16:21:40

Original



84837

08.01.22 12:01:48

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

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	84837	178336
Doc Date	24-01-2022	
Quote No	NIL	
Quote Date	22-01-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4008 - Consumables - Cleaning Cloth - other - nos Yellow	20.00	16.80	0.00	5.00	352.80
2 4008 - Consumables - Cleaning Cloth - other - nos White	20.00	16.80	0.00	5.00	352.80
3 4003 - Consumables - Bombay Broom - Big - nos Big	20.00	68.00	0.00	0.00	1,360.00
4 4006 - Consumables - Bucket - other - nos with mug	10.00	231.00	0.00	18.00	2,725.80
5 4098 - Consumables - Dust pan - NA - nos	6.00	35.00	0.00	18.00	247.80
6 4009 - Consumables - Coconut Broom - other - nos	50.00	15.75	0.00	0.00	787.50
7 4005 - Consumables - Broom with stick - NA - nos	6.00	115.00	0.00	18.00	814.20
Total Order Value . . .					6,640.90

Rupees : Six Thousand Six Hundred Fourty and Paise Ninty 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 May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

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 Housekeeping useFor **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**Name : 

Name : _____

Date : __/__/__

Contact :-

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	21723	27/1/22	2,841.35
2.			
3.			
4.			

Balance - 3799.55

Purchase Order

Page(s) 2 Of 2

24-01-2022 16:21:40

Original / Office Copy / Purchase Div.Copy

Completion Date Nil
Measurement Nil
Security Nil
Remarks

purpose.

Nil

Nil

Nil

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 : _____

Contact : -

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	22.01.2022
Site & Phase :	May Flower Platinum	Time:	12:52
Supplier		Req.No.	178336
Material required before date:	24.01.2022	ID No.	73182

No	Description	Size	Quantity	Units	Inward No	Date
1	Yellow Cloths		20	No's		
2	White Cloths		20	No's		
3	Bombay Brooms	Big	20	No's		
4	Plastic Bucket		10	No's		
5	Plastic mug		10	No's		
6	Dust Pan		06	No's		
7	Coconut Brooms		50	No's		
8	Brooms Stick		06	No's		
9						
10						

Remarks: Towards Housekeeping use Purpose.

Prepared By	R. Ashok	Approved by	S.V. Subba Reddy
Sign. & Date	22.01.2022	Sign. & Date	

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

24 JAN 2022

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/UNE: 36ACQFS2044C1Z7

1 of 1 : 27-01-2022

Customer Details

Modi Properties Private Limited,

Sy No 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No	18615
DC Date	27-01-2022
PO No	84837
PO Date	24-01-2022
Req ID	73182
Req Date	22-01-2022
Loc Req No	178336

	Description of Goods	HSN/SAC	Qty
1	4008 - Consumables - Cleaning Cloth - other - nos	6307	20
2	4008 - Consumables - Cleaning Cloth - other - nos	6307	20
3	4003 - Consumables - Bombay Broom - Big - nos	9603	10
4	4098 - Consumables - Dust pan - NA - nos		6
5	4009 - Consumables - Coconut Broom - other - nos	9603	25
6	4005 - Consumables - Broom with stick - NA - nos		6
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Subject to Hyderabad Jurisdiction



INWARD	
Inward No: 18613	Dt: 27/1/22
MRN No: 102835	Dt:
Received By:	Sign: Nizam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

for Summit Sales LLP

Authorized signatory