PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/2/22	Prepared by	Prabhakar	Serial no.	2177
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	8/1/22	PO/WO No:	84330	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	01776	31/1/22	1293.60	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1293.60
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 102721	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:	1293.60
Amount E – PO / WO value:	2587.20
Amount F – Difference (A – E):	1293.60
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	8/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED [signature]			
Date		02 FEB 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

#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

Customer Details		
Modi Properties Private Limited,.	Invoice No.	21776
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	31-01-2022
	PO No.	84330
	PO Date.	08-01-2022
	Req ID	72768
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	08-01-2022
	Loc Req No	178305

	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	12	138.60
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,155.00		138.60
	69.30	69.30	Total Invoice Amount	1,293.60		

Rupees : One Thousand Two Hundred Ninty Three and Paise Sixty Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90278 Date: 31/01 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

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84330

08.01.22 11:42:53

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**	84330	178305
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-01-2022	
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	10.00	231.00	0.00	12.00	2,587.20
					Total Order Value . . .	**2,587.20**

Rupees : Two Thousand Five Hundred Eighty Seven and Paise Twenty 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	21669	24/1/22	1,294/-
2.			
3.			
4.			
5.			

: Blnc Amount : 1,293.2/-

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

10/01/2022

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	08.01.2022
Site & Phase :	May Flower Platinum	Time:	09:45
Supplier		Req.No.	178305
Material required before date:	11.01.2022	ID No.	72768

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper bundles	A4	10	Nos		
2						
3						
4	84330					
5						
6						
7						
8						
9						
10						

Remarks: Towards office use purpose .

APPROVED
10 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	N.Subhash	Approved by	S.V.Subba Reddy
Sign.& Date	08.01.2022	Sign. & Date	

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**

Customer Details	DC No	18568	
Modi Properties Private Limited,	DC Date	24-01-2022	
Sy No 82/1, Mallapur, Nacharam, Hyderabad	PO No	84330	
	PO Date	08-01-2022	
	Req ID	72768	
GSTIN 36AABCM4761F1ZM	Req Date	08-01-2022	
	Loc Req No	178305	

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2			
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INWARD	
Inward No: 8590	Dt: 24/1/22
MRN No: 10271	Dt:
Received By:	Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1/	

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 77249
Date: 27/01
Sign: