

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 3/2/22		Prepared by: Suehs		Serial no. 2305	
Supplier name: Summit Sales Up				HO inward no.	
Firm/Company: Mehta & Modi Realty, Kankar Up		Project: GHT		HO received date	
PO/WO date: 1/2/22		PO/WO No. 85088		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	21829	2/2/22	1,794.68 /-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,794.68 /-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	103155		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:				1,794.68 /-	
Amount E – PO / WO value:				1,794.68 /-	
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		7/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Suehs				
Sign:	Suehs	03 FEB 2022			
Date	3/2/22	MINISH PARIKH			
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

1 of 1 :

Customer Details				Invoice No.		21829	
Mehta & Modi Realty Kowkur LLP Sy No. 196, Kowkur, Hyderabad, 500010 GSTIN : 36ABLFM7631F1Z3							

Rupees : One Thousand Seven Hundred Ninty Four and Paise Sixty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

Purchase Order

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01-02-2022 17:19:48



85088

31.01.22 4:50:17

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500000
G S T No. : 36ABLFM7631F1Z3

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	85088	141165
Doc Date	01-02-2022	
Quote No	Nil	
Quote Date	01-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7593 - Stationery - other - Stapler - other - nos	4.00	36.50	0.00	18.00	172.28
2 7544 - Stationery - other - Marker - NA - nos Black	20.00	16.00	0.00	18.00	377.60
3 2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos	2.00	115.00	0.00	18.00	271.40
4 7505 - Stationery - other - Binder Clips - other - boxes 19mm	3.00	38.00	0.00	18.00	134.52
5 7505 - Stationery - other - Binder Clips - other - boxes 32mm	3.00	45.00	0.00	18.00	159.30
6 7505 - Stationery - other - Binder Clips - other - boxes 50mm	3.00	55.00	0.00	18.00	194.70
7 7533 - Stationery - other - Highlighter - NA - nos Yellow	3.00	20.00	0.00	12.00	67.20
8 7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
9 7594 - Stationery - other - Stapler pin - other - boxes small	4.00	6.00	0.00	18.00	28.32
10 7513 - Stationery - other - Cello Tape - 1 In - nos Brown	2.00	37.00	0.00	12.00	82.88
11 7552 - Stationery - other - Note pads - other - nos Stick pads	4.00	45.00	0.00	18.00	212.40
Total Order Value . . .					1,794.68

Rupees : One Thousand Seven Hundred Ninty Four and Paise Sixty Eight 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 Greenwood Heights

Sy no: 196, Kowkur.

Phone. 040-66335551

Penalty For Delay Nil

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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01-02-2022 17:19:48

Original / Office Copy / Purchase Div.Copy

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	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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Mehta & Modi Realty Kowkur LLP		Date:		01-02-2022	
Site & Phase :		GHT		Time:		10.22	
Supplier				Req. No.		141165	
Material required before date:			24-01-2022		ID No.		73447

No	Description	Size	Quantity	Units	Inward No	Date
1	Staplers	Small	04	No.s		
2	Black Markers	Big	02	boxes		
3	Measuring tapes	5 meters	02	No.s		
4	Stick pads	Std	04	No.s		
5	Binder clips	19mm	03	Boxes		
6	Binder clips 85088	32mm	03	Boxes		
7	Binder clips	51mm	03	Boxes		
8	Highlighters [yellow]	Std	03	No.s		
9	Pencil Box	Std	02	Boxes		
10	Stapler pins	Small	04	Boxes		
11	Brown tapes	Big	02	No.s		

Remarks: - For GHT office use purpose							
Prepared By		N.Shravya		Approved by		A Suresh	
Sign.& Date		01-02-2022		Sign. & Date		01-02-2022	

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@summitsales.com

GSTIN/UIN: 36ACQFS2044C1Z7

1 of 1 : 02-02-2022

Customer Details

Mobin & Modi Realty Kowkur LLP

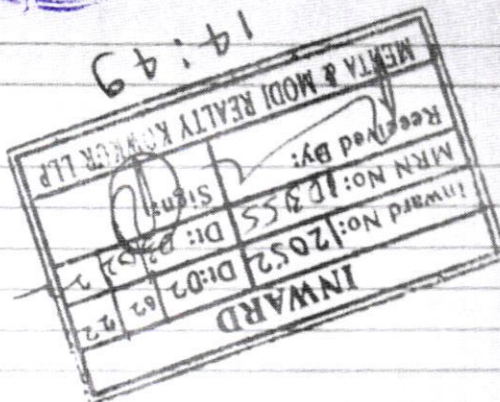
Sy No 196, Kowkur, Hyderabad, 500010

Supplier / Customer / Transporter / Copy

DC No.	DC Date.	PO No.	PO Date.	Req ID	Req Date	Loc Req No
18715	02-02-2022	85088	01-02-2022	73447	01-02-2022	141165

Description of Goods

Qty	HSN/SAC	Description of Goods
4	9608	1 7593 - Stationery - other - Stapler - other - nos
20	9608	2 7544 - Stationery - other - Marker - NA - nos
2	9017	3 2117 - Carpentry - hardware - Measuring tape - Smt - nos
3	8305	4 7505 - Stationery - other - Binder Clips - other - boxes
3	8305	5 7505 - Stationery - other - Binder Clips - other - boxes
3	8305	6 7505 - Stationery - other - Binder Clips - other - boxes
3	9608	7 7533 - Stationery - other - Highlighter - NA - nos
2	4421	8 7563 - Stationery - other - Pencil - NA - boxes
4	7415	9 7594 - Stationery - other - Stapler pin - other - boxes
2		10 7513 - Stationery - other - Cello Tape - 1 in - nos
4		11 7552 - Stationery - other - Note pads - other - nos



for Summit Sales LLP
Authorized signatory

Subject to Hyderabad Jurisdiction