8

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	Snehs	Serial no.	2307
Supplier name	Summit Sales llp			HO inward no.	
Firm/Company	Mehta & Modi Realty Kewkay llp	Project	GHT	HO received date	
PO/WO date	1/2/22	PO/WO No.	85087	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21827	2/2/22	3,272.58/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,272.58/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103156	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:	3,272.58/-
Amount E – PO / WO value:	3,272.58/-
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:	Snehs				
Sign:	Snehs				
Date	3/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 03 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	21827
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	02-02-2022
	PO No.	85087
	PO Date.	01-02-2022
	Req ID	73448
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	01-02-2022
	Loc Req No	141164

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4040 - Consumables - Mopping Cloth - NA - nos	6307	48	15.75	756.00	0	0.00
	White-24 Yellow-24						
2	4065 - Consumables - Vim bar - NA - nos	3405	3	45.00	135.00	18	24.30
3	4022 - Consumables - Dettol - NA - nos	3401	4	86.00	344.00	18	61.92
4	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	76.00	304.00	18	54.72
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	4	55.00	220.00	18	39.60
6	4041 - Consumables - Mopping stick - NA - nos	9603	4	128.00	512.00	18	92.16
7	4059 - Consumables - Surf Detergent Powder - NA -	3402	4	25.20	100.80	5	5.04
8	4014 - Consumables - Colin - 500ml - nos	3402	6	88.00	528.00	18	95.04
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,899.80	372.78
	186.39	186.39	Total Invoice Amount	3,272.58	

Rupees : Three Thousand Two Hundred Seventy Two and Paise Fifty Eight Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 90425
Date: 2/2
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 01-02-2022 16:39:32

85087
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-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	85087	141164
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-02-2022	
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	4040 - Consumables - Mopping Cloth - NA - nos *White-24 Yellow-24*	48.00	15.75	0.00	0.00	756.00
2	4065 - Consumables - Vim bar - NA - nos	3.00	45.00	0.00	18.00	159.30
3	4022 - Consumables - Dettol - NA - nos	4.00	86.00	0.00	18.00	405.92
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	4.00	76.00	0.00	18.00	358.72
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	4.00	55.00	0.00	18.00	259.60
6	4041 - Consumables - Mopping stick - NA - nos	4.00	128.00	0.00	18.00	604.16
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	4.00	25.20	0.00	5.00	105.84
8	4014 - Consumables - Colin - 500ml - nos	6.00	88.00	0.00	18.00	623.04
					Total Order Value . . .	**3,272.58**

Rupees : Three Thousand Two Hundred Seventy Two and Paise Fifty 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

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 use purpose.

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 01-02-2022 16:39:32 Original / Office Copy / Purchase Div.Copy

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.	141164
Material required before date:	24-01-2022	ID No.	73448

No	Description	Size	Quantity	Units	Inward No	Date
1	Cleaning cloths	std	02	Dozens		
2	Mopping cloths	std	02	Dozens		
3	Vim	Big	05	No.s		
4	Dettol handwash	250ml	06	No.s		
5	Lizol 85087	250ml	05	No.s		
6	Harpic	500ml	06	No.s		
7	Mopping sticks	Std	04	No.s		
8	Surf	1 kg	04	No.s		
9	Colin	500 ml	06	No.s		
10						

Remarks: - For GHT sit,sales,club house & model flats 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@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Mehta & Modi Realty Kowkur LLP	DC No.	18713
Sy No. 196, Kowkur, Hyderabad, 500010	DC Date	02-02-2022
	PO No.	85087
	PO Date	01-02-2022
	Req ID	73448
GSTIN : 36ABLFM7631F1Z3	Req Date	01-02-2022
	Loc Req No	141164

	Description of Goods	HSN/SAC	Qty
1	4040 - Consumables - Mopping Cloth - NA - nos	6307	48
2	4065 - Consumables - Vim bar - NA - nos	3405	3
3	4022 - Consumables - Dettol - NA - nos	3401	4
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	4
6	4041 - Consumables - Mopping stick - NA - nos	9603	4
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	4
8	4014 - Consumables - Colin - 500ml - nos	3402	6
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INWARD
Inward No: 12053 Dt: 02/02/22
MRN No: 103156 Dt: 02/02/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
14:49

SUMMIT SALES LLP
IN WARD
No: 77484
Date: 2/1/2
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction