PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/2/22	Prepared by	T.D. Mlleney	Serial no.	2778
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MRP LLP	Project	NGH	HO received date	
PO/WO date	10/2/22	PO/WO No.	85400	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22041	11/2/22	3,035-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,035-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103601	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:	3,035-00
Amount E – PO / WO value:	3,035-00
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	21/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Mlleney				
Sign:		14 FEB 2022			
Date	12/2/22	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

Customer Details		
Modi Realty Pocharam LLP	Invoice No.	22041
Nilgiri Heights, Pocharam, 500088	Invoice Date.	11-02-2022
	PO No.	85400
	PO Date.	10-02-2022
	Req ID	73675
GSTIN : 36ABIFM1836H1Z7 PAN AB1FM1836H	Req Date	08-02-2022
	Loc Req No	181853

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	18	12.60
	Blue						
2	7583 - Stationery - other - Scale - NA - nos		3	25.00	75.00	18	13.50
3	9561 - Tools - Scissors - other - nos	9018	3	55.00	165.00	18	29.70
4	7507 - Stationery - other - Box file - Big - nos		3	180.00	540.00	18	97.20
	Each One Red-Black & Blue Rexine						
5	7532 - Stationery - other - Gum - 150ml - nos	9608	3	40.00	120.00	18	21.60
6	7539 - Stationery - other - Labels - NA - sheets		100	2.20	220.00	18	39.60
7	4036 - Consumables - Keychain rings - NA - nos		100	5.00	500.00	18	90.00
8	6100 - Miscellaneous - Plastic Cards - Others - nos		100	8.82	882.00	18	158.76
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,572.00	462.96
	231.48	231.48	Total Invoice Amount	3,034.96	

Rupees : Three Thousand Thirty Four and Paise Ninty Six Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 96862 Date: 11/2 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 11-02-2022 12:45:46

85400
31.01.22 4:53:35

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5(
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Summit Sales LLP	**Doc No**	85400	181853
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	10-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-02-2022	
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	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	18.00	82.60
2	7583 - Stationery - other - Scale - NA - nos	3.00	25.00	0.00	18.00	88.50
3	9561 - Tools - Scissors - other - nos	3.00	55.00	0.00	18.00	194.70
4	7507 - Stationery - other - Box file - Big - nos *Each One Red-Black & Blue Rexine*	3.00	180.00	0.00	18.00	637.20
5	7532 - Stationery - other - Gum - 150ml - nos	3.00	40.00	0.00	18.00	141.60
6	7539 - Stationery - other - Labels - NA - sheets	100.00	2.20	0.00	18.00	259.60
7	4036 - Consumables - Keychain rings - NA - nos	100.00	5.00	0.00	18.00	590.00
8	6100 - Miscellaneous - Plastic Cards - Others - nos	100.00	8.82	0.00	18.00	1,040.76
					Total Order Value . . .	**3,034.96**

Rupees : Three Thousand Thirty Four and Paise Ninty Six 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	Nilgiri Heights pocharam Phone. .9849497484
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil

For ***Modi Realty Pocharam LLP***
Authorised Signatory

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

Name : 12/02/2022

Name : ______

Date : __/__/____

Contact - -

Purchase Order

 11-02-2022 12:45:46 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For Site and 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.

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Name : 12/02/2022

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP		Date:	08-02-2022
Site & Phase :	Niligiri Heights		Time:	15:26
Supplier:			Req. No.	181853
0Material required before date:		Urgent	ID No.	73675

No	Description	Size	Quantity	Units	Inward No	Date
1	**Blue pens**	**std**	02	boxes		
2	Scales	Std	03	No's		
3	Scissors 85400	std	03	No's		
4	Gum	Std	03	No's		
5	Circular files (red,black& blue)	std	03	No's		
6	Key label cards with rings	std	100	No's		
7						
8						
9						
10						

Remarks: for site office use

Prepared By	S.Sharvani	Approved by	
Sign.& Date	08.02.22	Sign. & Date	

APPROVED
09 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
Modi Realty Pocharam LLP	DC Date.	11-02-2022
Nilgiri Heights, Pocharam, 500088	PO No.	85400
	PO Date.	10-02-2022
	Req ID	73675
	Req Date	08-02-2022
GSTIN : 36ABIFM1836H1Z7	Loc Req No	181853

DC No. 18863

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7583 - Stationery - other - Scale - NA - nos		3
3	9561 - Tools - Scissors - other - nos	9018	3
4	7507 - Stationery - other - Box file - Big - nos		3
5	7532 - Stationery - other - Gum - 150ml - nos	9608	3
6	7539 - Stationery - other - Labels - NA - sheets		100
7	4036 - Consumables - Keychain rings - NA - nos		100
8	6100 - Miscellaneous - Plastic Cards - Others - nos		100
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INWARD
Inward No: 10979 Dt: 11/02/22
GRN No: 103601 Dt: 12/2/22
Received By: Blok Sign:
NILGIRI HEIGHTS

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 77714
Date: 12/2
Sign:
R.R. DIST.

Subject to Hyderabad Jurisdiction