PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/02/22	Prepared by	Kavitha	Serial no.	2887
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Modi properties Private Ltd	Project	MPL	HO received date	
PO/WO date	03/02/22	PO/WO No.	85117	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21994	09/02/22	512.26/-	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	512.26
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103466	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:	512.26/-
Amount E – PO / WO value:	512.26/-
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	21/02/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	12/02/22				
Date					
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	Invoice No.	21994
Modi Properties Private Limited,.	Invoice Date.	09-02-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	85117
	PO Date.	03-02-2022
	Req ID	73509
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	03-02-2022
	Loc Req No	178362

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	50	3.50	175.00	18	31.50
	Red-10 Blue-20 Black-20						
2	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.90	189.00	12	22.68
3	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
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15							

IGST	CGST	SGST			
			Total Taxable Amount	448.00	64.26
	32.13	32.13	Total Invoice Amount	512.26	

Rupees : Five Hundred Twelve and Paise Twenty Six Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 03-02-2022 17:34:20

85117
31.01.22 4:50:17

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	85117	178362
	Doc Date	03-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-02-2022	
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 *Red-10 Blue-20 Black-20*	50.00	3.50	0.00	18.00	206.50
2	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.90	0.00	12.00	211.68
3	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
					Total Order Value . . .	**512.26**

Rupees : Five Hundred Twelve and Paise Twenty Six 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
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 Office use 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.

2/994

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:	02.02.2022
Site & Phase :	May Flower Platinum	Time:	14:45
Supplier		Req.No.	178362
Material required before date:	04.02.2022	ID No.	73509

No	Description	Size	Quantity	Units	Inward No	Date
1	Pens-Blue		02	Box's		
2	Pens-Red		02	Box's		
3	Pens-Black 85117		02	Box's		
4	CD Markers		01	Box's		
5	Pencil		02	Box's		
6						
7						
8						
9						
10						

Remarks: Towards Office use purpose .

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	02.02.2022	Sign. & Date	

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

APPROVED
03 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 Properties Private Limited,
Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	18828
DC Date	09-02-2022
PO No.	85117
PO Date	03-02-2022
Req ID	73509
Req Date	03-02-2022
Loc Req No	178362

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	50
2	7512 - Stationery - other - CD Marker - NA - nos	9608	10
3	7563 - Stationery - other - Pencil - NA - boxes	4421	2
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Subject to Hyderabad Jurisdiction

INWARD
Inward No: 8415 Dt: 9/2/22
MGN No: 103966 Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

for Summit Sales LLP

Authorised signatory