PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/02/22	Prepared by	Kavitha	Serial no.	2905
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Modi properties pvt ltd	Project	MPL	HO received date	
PO/WO date	25/01/22	PO/WO No.	84874	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22009	09/02/22	3,614/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,614
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103463	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:	3,614
Amount E – PO / WO value:	61890/-
Amount F – Difference (A – E):	31663/-
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: — Final Bill —	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	APPROVED			
Sign:	12/02/22				
Date		14 FEB 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Sr. MANAGER PURCHASE

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.	22009
Modi Properties Private Limited,.	Invoice Date.	09-02-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	84874
	PO Date.	25-01-2022
	Req ID	73181
	Req Date	22-01-2022
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Loc Req No	178335

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4041 - Consumables - Mopping stick - NA - nos	9603	6	128.00	768.00	18	138.24
2	4000 - Consumables - Acid - NA - ltrs	2806	24	21.00	504.00	18	90.72
3	4046 - Consumables - Phinyle - 1Ltr - nos	2907	3	52.00	156.00	18	28.08
4	4022 - Consumables - Dettol - NA - nos liquid	3401	6	169.00	1,014.00	18	182.52
5	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	76.00	456.00	18	82.08
6	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	3	55.00	165.00	18	29.70
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	3,063.00	551.34
	275.67	275.67	Total Invoice Amount	3,614.34	

Rupees : Three Thousand Six Hundred Fourteen and Paise Thirty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-01-2022 15:26:28

84874
08.01.22 12:01:48

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**	84874	178335
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-01-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-01-2022	
040-66335551 9618244433	**SupplyType**	Supply	

22009

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4041 - Consumables - Mopping stick - NA - nos	12.00	128.00	0.00	18.00	1,812.48
2	4071 - Consumables - Wiper - Other - nos	6.00	84.00	0.00	18.00	594.72
3	4000 - Consumables - Acid - NA - ltrs	24.00	21.00	0.00	18.00	594.72
4	4046 - Consumables - Phinyle - 1Ltr - nos	6.00	52.00	0.00	18.00	368.16
5	4022 - Consumables - Dettol - NA - nos *liquid*	6.00	86.00	0.00	18.00	608.88
6	4022 - Consumables - Dettol - NA - nos *Hand Wash*	6.00	86.00	0.00	18.00	608.88
7	4001 - Consumables - Air Freshner - NA - nos *Odonil*	6.00	45.00	0.00	18.00	318.60
8	4001 - Consumables - Air Freshner - NA - nos *Room Freshner*	6.00	45.00	0.00	18.00	318.60
9	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	12.00	76.00	0.00	18.00	1,076.16
10	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	55.00	0.00	18.00	389.40
					Total Order Value . . .	**6,690.60**

Rupees : Six Thousand Six Hundred Ninty and Paise Sixty Only.

DELIVERY DETAILS

	No.	Bill Dt.	Amount
1.	21721	27/1/22	3,663.9
2.			
3.			
4.			
5.			

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

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

25/01/2022

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : _/_/__

Purchase Order

Penalty 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 General 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.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : 25/01/2022

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	22.01.2022
Site & Phase :	May Flower Platinum	Time:	12:52
Supplier		Req.No.	178335
Material required before date: 24.01.2022		ID No.	73181

No	Description	Size	Quantity	Units	Inward No	Date
1	Mopping Stick		12	No's		
2	Wiper Stick		06	No's		
3	Acid		24	No's		
4	Phenyl		06	No's		
5	Dettol Liquid		06	No's		
6	Hand wash		06	No's		
7	Odonil		06	No's		
8	Room Freshener		06	No's		
9	Lizol		12	No's		
10	Harpic		06	No's		

Remarks: Towards General Office use Purpose.

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	22.01.2022	Sign. & Date	

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

APPROVED
2 4 JAN 2022
MANAGER PURCHASE

84874

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	18836
DC Date	09-02-2022
PO No	84874
PO Date	25-01-2022
Req ID	73181
Req Date	22-01-2022
Loc Req No	178335

	Description of Goods	HSN/SAC	Qty
1	4041 - Consumables - Mopping stick - NA - nos	9603	6
2	4000 - Consumables - Acid - NA - ltrs	2806	24
3	4046 - Consumables - Phinyle - 1Ltr - nos	2907	3
4	4022 - Consumables - Dettol - NA - nos	3401	6
5	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
6	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	3
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

INWARD

Inward No: 8112	Dt: 9/2/22
MRN No: 03403	Dt:
Received By:	Sign: Ibrahim
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	