PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Manu	Serial no.	2149
Supplier name	SShLp			HO inward no.	
Firm/Company	MRMRKLLp	Project	GHT	HO received date	
PO/WO date	16/2/22	PO/WO No.	85599	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22176	18/2/22	68051-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	68051-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103909	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:	68051-
Amount E – PO / WO value:	68051-
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	28/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu	19 FEB 2022			
Date	19/2/22				
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.	22176
Mehta & Modi Realty Kowkur LLP	Invoice Date.	18-02-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	85599
	PO Date.	16-02-2022
	Req ID	73878
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	16-02-2022
	Loc Req No	141202

	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	4003 - Consumables - Bombay Broom - Big - nos	9603	6	68.00	408.00	0	0.00
4	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	76.00	456.00	18	82.08
5	4009 - Consumables - Coconut Broom - other - nos	9603	24	15.75	378.00	0	0.00
6	4005 - Consumables - Broom with stick - NA - nos		3	115.00	345.00	18	62.10
7	4001 - Consumables - Air Freshner - NA - nos	3307	5	45.00	225.00	18	40.50
	Odonil						
8	4014 - Consumables - Colin - 500ml - nos	3402	6	88.00	528.00	18	95.04
9	4098 - Consumables - Dust pan - NA - nos		5	35.00	175.00	18	31.50
10	4006 - Consumables - Bucket - other - nos	7310	6	231.00	1,386.00	18	249.48
	with Mug						
11	4108 - Consumables - Water Bottle - NA - Nos		12	52.00	624.00	18	112.32
12	4001 - Consumables - Air Freshner - NA - nos	3307	6	86.00	516.00	18	92.88
	Room Freshners						
13	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	18	12.60
	Blue						
14							
15							

IGST	CGST	SGST	Total Taxable Amount	6,002.00	802.80
	401.40	401.40	Total Invoice Amount	6,804.80	

Rupees : Six Thousand Eight Hundred Four and Paise Eighty Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 91268 Date: 18/2 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

85599
14.02.22 2:32:33

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

Supplier Details			
Summit Sales LLP	**Doc No**	85599	141202
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	16-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-02-2022	
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	4003 - Consumables - Bombay Broom - Big - nos	6.00	68.00	0.00	0.00	408.00
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	76.00	0.00	18.00	538.08
5	4009 - Consumables - Coconut Broom - other - nos	24.00	15.75	0.00	0.00	378.00
6	4005 - Consumables - Broom with stick - NA - nos	3.00	115.00	0.00	18.00	407.10
7	4001 - Consumables - Air Freshner - NA - nos *Odonil*	5.00	45.00	0.00	18.00	265.50
8	4014 - Consumables - Colin - 500ml - nos	6.00	88.00	0.00	18.00	623.04
9	4098 - Consumables - Dust pan - NA - nos	5.00	35.00	0.00	18.00	206.50
10	4006 - Consumables - Bucket - other - nos *with Mug*	6.00	231.00	0.00	18.00	1,635.48
11	4108 - Consumables - Water Bottle - NA - Nos	12.00	52.00	0.00	18.00	736.32
12	4001 - Consumables - Air Freshner - NA - nos *Room Freshners*	6.00	86.00	0.00	18.00	608.88
13	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	18.00	82.60
					Total Order Value . . .	**6,804.80**

Rupees : Six Thousand Eight Hundred Four and Paise Eighty 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.

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

Authorised Signatory

17/02/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Purchase Order

 16-02-2022 14:10:37 Original / Office Copy / Purchase Div.Copy

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.
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

Name : 17/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Mehta & Modi Realty Kowkur LLP	Date:	16-02-2022
Site & Phase :	GHT	Time:	10.22
Supplier		Req. No.	141202
Material required before date:	18-01-2022	ID No.	73878

No	Description	Size	Quantity	Units	Inward No	Date
1	Cleaning cloths	std	02	Dozens		
2	Mopping cloths	std	02	Dozens		
3	Vim	Big	06	No.s		
4	Bombay brooms	Big	06	No.s		
5	Lizol	250ml	06	No.s		
6	Coconut brooms	Big	02	Dozens		
7	Web cob	Big	03	No.s		
8	Odonil 85599	Std	05	No.s		
9	Colin	500 ml	06	No.s		
10	Dust pans	Std	05	No.s		
11	Plastic buckets	Small	06	No.s		
12	Mugs	Small	05	No.s		
13	Water bottels	1 ltr	01	Dozen		
14	Air freshners	Std	06	No.s		
15	Bule pens	Std	02	Boxes		

Remarks: - For GHT sit,sales,club house & model flats purpose

Prepared By	N.Shravya	Approved by	A Suresh
Sign.& Date	16-02-2022	Sign. & Date	16-02-2022

17 FEB 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	18976
Sy No. 196, Kowkur, Hyderabad, 500010	DC Date	18-02-2022
	PO No	85599
	PO Date	16-02-2022
	Req ID	73878
	Req Date	16-02-2022
GSTIN : 36ABLFM7631F1Z3	Loc Req No	141202

	Description of Goods	HSN/SAC	Qty
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2	4065 - Consumables - Vim bar - NA - nos	3405	3
3	4003 - Consumables - Bombay Broom - Big - nos	9603	6
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
5	4009 - Consumables - Coconut Broom - other - nos	9603	24
6	4005 - Consumables - Broom with stick - NA - nos		3
7	4001 - Consumables - Air Freshner - NA - nos	3307	5
8	4014 - Consumables - Colin - 500ml - nos	3402	6
9	4098 - Consumables - Dust pan - NA - nos		5
10	4006 - Consumables - Bucket - other - nos	7310	6
11	4108 - Consumables - Water Bottle - NA - Nos		12
12	4001 - Consumables - Air Freshner - NA - nos	3307	6
13	7560 - Stationery - other - Pen - NA - nos	9608	20
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INWARD
Inward No: 12130 Dt: 18/02/22
MRN No: 103909 Dt: 19/2/22
Received By:
10
14:28

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No: 77982
Date: 19/2
Sign:
R.R. DIST.