PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/2/22	Prepared by	Prabhakar	Serial no.	2674
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	24/1/22	PO/WO No.	84837	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22008	9/2/22	3,799.55	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,799.55
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103464	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:	3,799.55
Amount E – PO / WO value:	6640.9
Amount F – Difference (A – E):	2,841.35
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	14/2/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		9/2/22 09 FEB 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR Sr. MANAGER PURCHASE	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 Properties Private Limited,.	Invoice No.	22008
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	09-02-2022
	PO No.	84837
	PO Date.	24-01-2022
	Req ID	73182
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	22-01-2022
	Loc Req No	178336

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4003 - Consumables - Bombay Broom - Big - nos Big	9603	10	68.00	680.00	0	0.00
2	4006 - Consumables - Bucket - other - nos with mug	7310	10	231.00	2,310.00	18	415.80
3	4009 - Consumables - Coconut Broom - other - nos	9603	25	15.75	393.75	0	0.00
4							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	3,383.75	415.80
	207.90	207.90	Total Invoice Amount	3,799.55	

Rupees : Three Thousand Seven Hundred Ninty Nine and Paise Fifty Five Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90823 Date: 9/2 Sign:

for Summit Sales LLP

Authorised signatory

 24-01-2022 16:21:40

Purchase Order

Original

84837
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
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	84837	178336
Doc Date	24-01-2022	
Quote No	NIL	
Quote Date	22-01-2022	
SupplyType	Supply	

22008-1885

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4008 - Consumables - Cleaning Cloth - other - nos *Yellow*	20.00	16.80	0.00	5.00	352.80
2	4008 - Consumables - Cleaning Cloth - other - nos *White*	20.00	16.80	0.00	5.00	352.80
3	4003 - Consumables - Bombay Broom - Big - nos *Big*	20.00	68.00	0.00	0.00	1,360.00
4	4006 - Consumables - Bucket - other - nos *with mug*	10.00	231.00	0.00	18.00	2,725.80
5	4098 - Consumables - Dust pan - NA - nos	6.00	35.00	0.00	18.00	247.80
6	4009 - Consumables - Coconut Broom - other - nos	50.00	15.75	0.00	0.00	787.50
7	4005 - Consumables - Broom with stick - NA - nos	6.00	115.00	0.00	18.00	814.20
	Rupees : Six Thousand Six Hundred Fourty and Paise Ninty Only.				**Total Order Value . . .**	**6,640.90**

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 Housekeeping use

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	21723	27/1/22	2,841.35
2.			
3.			
4.			

Balance - 3799.55

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Purchase Order

Original / Office Copy / Purchase Div.Copy

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 : ______________________

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.	178336
Material required before date:	24.01.2022	ID No.	73182

No	Description	Size	Quantity	Units	Inward No	Date
1	Yellow Cloths		20	No's		
2	White Cloths		20	No's		
3	Bombay Brooms	Big	20	No's		
4	Plastic Bucket		10	No's		
5	Plastic mug		10	No's		
6	Dust Pan		06	No's		
7	Coconut Brooms		50	No's		
8	Brooms Stick		06	No's		
9						
10						

81837

Remarks: Towards Housekeeping 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.

2 4 JAN 2022

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.	DC No	18835
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date	09-02-2022
	PO No	84837
	PO Date	24-01-2022
	Req ID	73182
GSTIN : 36AABCM4761E1ZM	Req Date	22-01-2022
	Loc Req No	178336

	Description of Goods	HSN/SAC	Qty
1	4003 - Consumables - Bombay Broom - Big - nos	9603	10
2	4006 - Consumables - Bucket - other - nos	7310	10
3	4009 - Consumables - Coconut Broom - other - nos	9603	25
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for Summit Sales LLP

Authorised signatory

INWARD	
Inward No: 8913	Dt: 9/2/22
MRN No: 03464	Dt:
Received By:	Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 77812
Date: 16/2
Sign: L