# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/2/22 | Prepared by | Manoj | Serial no. | 2147 |
| Supplier name | SSHWP | | | HO inward no. | |
| Firm/Company | MGMKHWP | Project | GHT | HO received date | |
| PO/WO date | 19/2/22 | PO/WO No. | 85720 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 22228 | 21/2/22 | 14331/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 14331/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 104007 | 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: | 14331/- |
| Amount E – PO / WO value: | 40201/- |
| Amount F – Difference (A – E): | 25871/- |
| 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: Part Bill | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manoj | | | | |
| Sign: | Manoj | | | | |
| Date | 22/2/22 | | | | |
| 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**

Mehta & Modi Realty Kowkur LLP
Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F

| | |
|---|---|
| Invoice No. | 22228 |
| Invoice Date. | 21-02-2022 |
| PO No. | 85720 |
| PO Date. | 19-02-2022 |
| Req ID | 73982 |
| Req Date | 18-02-2022 |
| Loc Req No | 141209 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos<br>Black | 9608 | 20 | 16.00 | 320.00 | 18 | 57.60 |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 2 | 231.00 | 462.00 | 12 | 55.44 |
| 3 | 7592 - Stationery - other - stamp pad - NA - nos | 9612 | 3 | 32.00 | 96.00 | 18 | 17.28 |
| 4 | 7593 - Stationery - other - Stapler - other - nos<br>Big | 9608 | 2 | 180.00 | 360.00 | 18 | 64.80 |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | 97.56 | 97.56 | Total Taxable Amount | 1,238.00 | 195.12 |
| | | | Total Invoice Amount | 1,433.12 | |

Rupees : One Thousand Four Hundred Thirty Three and Paise Twelve Only.

SUMMIT SALES LLP
IN WARD
No: 91375
Date: 21/2
Sign:
R.R. DIST.

**for Summit Sales LLP.**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 22-02-2022 13:19:38 Origina

85720
14.02.22 2:32:34

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

**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** | 85720 | 141209 |
| **Doc Date** | 19-02-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 10-02-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|
| 1 7544 - Stationery - other - Marker - NA - nos *Black* | 20.00 | 16.00 | 0.00 | 18.00 | 377.60 |
| 2 7555 - Stationery - other - Paper - A4 - bundles | 12.00 | 231.00 | 0.00 | 12.00 | 3,104.64 |
| 3 7592 - Stationery - other - stamp pad - NA - nos | 3.00 | 32.00 | 0.00 | 18.00 | 113.28 |
| 4 7593 - Stationery - other - Stapler - other - nos *Big* | 2.00 | 180.00 | 0.00 | 18.00 | 424.80 |
| | | | **Total Order Value . . .** | | **4,020.32** |

Rupees : Four Thousand Twenty and Paise Thirty Two 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** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>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 office work 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. |

PART DELIVERY DETAILS

| S.no. | Bill no. | Bill Dt. | Amount |
|---|---|---|---|
| 1. | 22228 | 21/4/22 | 1433/- |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Mehta & Modi Realty Kowkur LLP | Date: | 18-02-2022 |
| Site & Phase : | GHT | Time: | 10.22 |
| Supplier | | Req. No. | 141209 |
| Material required before date: | 21-02-2022 | ID No. | 73982 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Black markers | Big | 03 | boxes | | |
| 2 | Paper bundles | A4 | 12 | Bundles | | |
| 3 | Stamp pads | Std | 03 | No.s | | |
| 4 | Staplers 85120 | Big | 02 | No.s | | |
| 5 | Pen stand | Std | 03 | No.s | | |
| 6 | | | | | | |
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|---|---|---|---|
| Remarks: - For office use purpose | | | |
| Prepared By | N.Shravya | Approved by | A.Suresh |
| Sign.& Date | 18-02-2022 | Sign. & Date | 18-02-2022 |

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

APPROVED
18 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

**GSTIN/UNI: 36ACQFS2044C1Z7**

Supplier / Customer / Transporter / Copy

1 of 1 21-02-2022

**Customer Details**

Mehta & Modi Realty Kowkur LLP

Sy No 196, Kowkur, Hyderabad, 500010

GSTIN 36ABLFM7631F1Z3

| | |
|---|---|
| DC No | 19024 |
| DC Date | 21-02-2022 |
| PO No | 85720 |
| PO Date | 19-02-2022 |
| Req ID | 73982 |
| Req Date | 18-02-2022 |
| Loc Req No | 141209 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 20 |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 2 |
| 3 | 7592 - Stationery - other - stamp pad - NA - nos | 9612 | 3 |
| 4 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 2 |
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INWARD
Inward No: 12139 Dt: 21/02/22
MRN No: 101007 Dt: 22/2/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
14:26

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
INWARD No: 77959 Date: 22/2 Sign: