PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/02/22	Prepared by	Kavitha	Serial no.	2216
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Modi realty Mallapur llp	Project	GMR	HO received date	
PO/WO date	07/02/22	PO/WO No.	85234	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22198	19/02/22	12941-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1294/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	103995	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:			21961
Amount E – PO / WO value:			4,118/-
Amount F – Difference (A – E):			1922
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	28/02/22		
Remarks:	– Final Bill –		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	21/02/22				
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

ORIGINAL INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22198
Modi Reality Mallapur LLP	Invoice Date.	19-02-2022
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	PO No.	85234
	PO Date.	07-02-2022
	Req ID	73587
GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R	Req Date	03-02-2022
	Loc Req No	192783

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,155.00	138.60
	69.30	69.30	Total Invoice Amount	1,293.60	

Rupees : One Thousand Two Hundred Ninty Three and Paise Sixty Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 9131/2
Date: 19/2
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 08-02-2022 11:52:55

85234
31.01.22 4:53:34

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	85234	192783
	Doc Date	07-02-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-02-2022	
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	7555 - Stationery - other - Paper - A4 - bundles	10.00	231.00	0.00	12.00	2,587.20
2	7560 - Stationery - other - Pen - NA - nos *blue*	20.00	3.50	0.00	18.00	82.60
3	7605 - Stationery - other - Whitner Pen - NA - nos	6.00	21.00	0.00	18.00	148.68
4	7544 - Stationery - other - Marker - NA - nos *black*	10.00	16.00	0.00	18.00	188.80
5	7594 - Stationery - other - Stapler pin - other - boxes *small*	20.00	6.00	0.00	18.00	141.60
6	7594 - Stationery - other - Stapler pin - other - boxes *big*	10.00	19.50	0.00	18.00	230.10
7	7514 - Stationery - other - Cello Tape - other - nos *brown*	10.00	57.75	0.00	18.00	681.45
8	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
9	7523 - Stationery - other - Eraser - NA - nos	6.00	1.50	0.00	18.00	10.62
					Total Order Value . . .	**4,118.09**

Rupees : Four Thousand One Hundred Eighteen and Paise Nine 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 Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _______, Admin 9502211011

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt	Amount
1.	21961	8/2/22	2,824.49
2.			
3.			
4.			
5.			

For ***Modi Reality Mallapur LLP***

Authorised Signatory

08/02/2022

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 08-02-2022 11:52:55

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For Site and office work at GMR site 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.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : 08/02/2022

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Company Name:	Modi realty Mallapur LLP	Date:	03.02.22
Site & Phase :	GMR	Time:	11.50
Supplier		Req. No.	192783
Material required before date:	05.02.22	ID No.	73588

No	Description	Size	Quantity	Units	Inward No	Date
1.	A4 sheets	Std	10	No's		
2.	Blue pen	Std	20	No's		
3.	Whitener	Std	6	No's		
5.	Permanent marker(black)	Std	10	No's		
6	Stapler pins (small)	Std	20	No's		
7.	Stapler pins (big)	Std	10	No's		
8	Brown tape (cello)	Std	10	No's		
9	Pencils	Std	6	No's		
	Erasers	Std	6	No's		

85234

Remarks: For Site and sales office work purpose at GMR site .

Prepared By :	A.janaki	Approved by	
Sign.& Date :	03.02.22	Sign. & Date	

APPROVED
08 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

03 FEB 2022

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

Dt: 19.02.2022

Customer Details

Modi Reality Mallapur LLP

Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge 500076

GSTIN : 36AAFFM1489R1ZP

DC No	18992
DC Date	19.02.2022
PO No	85234
PO Date	07.02.2022
Req ID	73587
Req Date	03.02.2022
Loc Req No	192783

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	[illegible]
2			
3			
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised Signatory

SUMMIT SALES LLP
IN WARD
No: 77995
Date: 23/2
Sign:
R.R. DIST.

103995 21/2/22