PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/02/2022	Prepared by	MINUH.	Serial no.	2328
Supplier name	SSLLP.			HO inward no.	
Firm/Company	Mehta & Modi Realty Kowkur LLP.	Project	GHT.	HO received date	
PO/WO date	19/02/2022	PO/WO No.	85720.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22285	23/02/2022	2,587/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A = Bills total (Excluding Transport & Hamali Charges):	2,587/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 104136	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:	2,587/-
Amount E – PO / WO value:	4020/-
Amount F – Difference (A – E):	1,433/-
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	25/02/2022
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 24 FEB 2022 MANISH PARIKH			
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.	22285
Mehta & Modi Realty Kowkur LLP		Invoice Date.	23-02-2022
Sy No. 196, Kowkur, Hyderabad, 500010		PO No.	85720
		PO Date.	19-02-2022
		Req ID	73982
GSTIN : 36ABLFM7631F1Z3	PAN ABLFM7631F	Req Date	18-02-2022
		Loc Req No	141209

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	10	231.00	2,310.00	12	277.20
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,310.00		277.20
	138.60	138.60	Total Invoice Amount	2,587.20		

Rupees : Two Thousand Five Hundred Eighty Seven and Paise Twenty Only.

SUMMIT SALES LLP
IN WARD
No: 91485
Date: 23/2
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	**Doc No**	85720	141209
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	19-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-02-2022	
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	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 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 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	14331/-
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 85720	Big	02	No.s		
5	Pen stand	Std	03	No.s		
6						

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

TAX INVOICE

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

Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3

DC No	19077
DC Date	23-02-2022
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	7555 - Stationery - other - Paper - A4 - bundles	4810	10
2			
3			
4			
5			
6			
7			
8			
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INWARD
Inward No: 12156 Dt: 23/02/22
MRN No: 104136 Dt: 24
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
14:54

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 78049
Date: 24/2
Sign: L