

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date: 25/2/22		Prepared by: T.D. Meeury		Serial no. 2441	
Supplier name: Summit Sales Ltd				HO inward no.	
Firm/Company: NHPL		Project: SOV-III		HO received date	
PO/WO date: 22/2/22		PO/WO No. 85782		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	22304	24/2/22	3,104-w	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3,104-w	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 104167		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				3,104-w	
Amount E – PO / WO value:				3,104-w	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		25/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Meeury				
Sign:					
Date	25/2/22				
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**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	22304	
Modi Housing Pvt Ltd				Invoice Date.	24-02-2022	
SOV III, Sy no, 11,12,14,15,16,17,18, & 294,,Hyderabad,				PO No.	85782	
GSTIN : 36AADCMS906D2Z0				PO Date.	22-02-2022	
PAN AADCMS906D				Req ID	74063	
				Req Date	22-02-2022	
				Loc Req No	185149	
Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1 7555 - Stationery - other - Paper - A4 - bundles	4810	12	231.00	2,772.00	12	332.64
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
IGST	CGST	SGST	Total Taxable Amount	2,772.00		332.64
	166.32	166.32	Total Invoice Amount			3,104.64
Rupees : Three Thousand One Hundred Four and Paise Sixty Four Only						



for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

Page(s) 1 Of 1

22-02-2022 14:59:56



85782

14.02.22 2:32:35

From Company : **Modi Housing Pvt.Ltd**  
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003  
G S T No. : 36AADCM5906D2Z0

**Supplier Details**

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

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

<b>Doc No</b>	85782	185149
<b>Doc Date</b>	22-02-2022	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	22-02-2022	
<b>SupplyType</b>	Supply	

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
17555 - Stationery - other - Paper - A4 - bundles	12.00	231.00	0.00	12.00	3,104.64
<b>Total Order Value . . .</b>					<b>3,104.64</b>

Rupees : Three Thousand One Hundred Four and Paise Sixty Four 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** Silver Oak Villas Part III  
Sy.No.11,12,14,15,16,17,18 , 294  
Phone. 0**Penalty 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 Forsite use 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 Housing Pvt.Ltd**

Authorised Signatory

Name : \_\_\_\_\_

Contact :-

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

### Requisition Form

Company Name:		MHPLSOV	Date:		22-02-22	
Site & Phase :		Silver Oak Villas-III	Time:		15.00	
Supplier			Req. No.		185149	
Material required before date:		Urgent	ID No.		74063	
No	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundles		12	Bundles		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks: - For site use purpose						
Prepared By		B.Meenakshi	Approved by			
Sign.& Date		22-02-22	Sign. & Date			

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

  
**APPROVED**  
**22 FEB 2022**  
**P. PRABHAKAR**  
**Sr. MANAGER PURCHASE**

# Summit Sales LLP

#4-187 3 & 4 II Floor, Sesham Mansions, M G Road, Secunderabad - 500011

Email: [purchase@summitsales.com](mailto:purchase@summitsales.com)

Supplier Customer Transfer Copy

GSTIN/NI: 36AA DC 092044 1Z7

### Customer Details

Wadh Housing Pvt Ltd

SOV III, SV no: 11,12,14,15,16,17,18, & 204, Hyderabad

LN No

10771

LN Date

24-12-2022

PO No

03781

PO Date

22-12-2022

Reg ID

740613

Req Date

17-12-2022

Line Req No

184149

HSN S.A.7

09

Description of Goods

1 7555 - Stationery - other - Paper - A4 - bundles

1 GSTIN 36AA DC M18906 D2Z0

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Handwritten notes and signatures in a box, including the number 104167 and a signature.



Subject to Hyderabad Jurisdiction

Subscribed signature

for Summit Sales LLP