PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 28/2/22 | Prepared by | Ramya | Serial no. | 2561 |
| Supplier name | SSLL | | | HO inward no. | |
| Firm/Company | SSLL | Project | H.O | HO received date | |
| PO/WO date | 15/2/22 | PO/WO No. | 85555 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 22156 | 17/2/22 | 359.31 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 359.31 |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |
| MRN nos.: | 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: | 359.31 |
| Amount E – PO / WO value: | 359.31 |
| Amount F – Difference (A – E): | |
| 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 | 07/3/22 |
| Remarks: | final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | R | | | | |
| Date | 28/2/22 | | | | |
| 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** | | |
|---|---|---|
| Modi Properties Pvt. Ltd. | Invoice No. | 22156 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | Invoice Date. | 17-02-2022 |
| | PO No. | 85555 |
| | PO Date. | 15-02-2022 |
| | Req ID | 73850 |
| GSTIN : 36AABCM4761E1ZM PAN AABCM4761E | Req Date | 14-02-2022 |
| | Loc Req No | 183404 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 1 | 304.50 | 304.50 | 18 | 54.80 |
| 2 | | | | | | | |
| 3 | | | | | | | |
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| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| IGST | CGST | SGST | Total Taxable Amount | 304.50 | | 54.80 |
| | 27.40 | 27.40 | Total Invoice Amount | 359.31 | | |

Rupees : Three Hundred Fifty Nine and Paise Thirty One Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP * R.R. DIST. * INWARD No: 91225 Date: 17/2 Sign: [signature]

**for Summit Sales LLP**

*Authorised signatory*

# Purchase Order

 15-02-2022 13:52:14 Orig 85555

14.02.22 2:32:33

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 | **Doc No** | 85555 | 183404 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 15-02-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 15-02-2022 | |
| 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 | 3516 - Computers and Peripherals - Mouse - NA - nos | 1.00 | 304.50 | 0.00 | 18.00 | 359.31 |
| | | | | **Total Order Value . . .** | | **359.31** |

Rupees : Three Hundred Fifty Nine and Paise Thirty One 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** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<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 System admin. purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | . |

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 | Date: | 14-02-2022 |
| Site & Phase : | H.O. | Time: | |
| Supplier | | Req. No. | 183404 |
| Material required before date: | | ID No. | 73850 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **Laptop Bag** | | 1 | 1 | | |
| 2 | Mouse | | 1 | | | |
| 3 | 8555 | | | | | |
| 4 | | | | | | |
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| 10 | | | | | | |

Remarks: Laptop bag and Mouse for System Admin.

| | | | |
|---|---|---|---|
| Prepared By | A.Prudvi Raj | Approved by | |
| Sign.& Date | A.Prudvi Raj<br>14-02-2022 | Sign. & Date | APPROVED<br>15 FEB 2022<br>P. PRABHAKAR<br>Sr. MANAGER PURCHASE |

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

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** | DC No. | 18960 |
|---|---|---|
| Modi Properties Pvt. Ltd. | DC Date. | 17-02-2022 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | PO No. | 85555 |
| | PO Date. | 15-02-2022 |
| | Req ID | 73850 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 14-02-2022 |
| | Loc Req No | 183404 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 1 |
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Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 78130
Date: 28/2
Sign:

**for Summit Sales LLP**

*Authorised signatory*