PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/2/22	Prepared by	T.D. Mauing	Serial no.	2527
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MRPLLP	Project	NGH	HO received date	
PO/WO date	25/2/22	PO/WO No.	85863	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22335	26/2/22	1,725-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,725-00
~~Proof of delivery by way of:~~ ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	104326	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:	1,725-00
Amount E – PO / WO value:	1,725-00
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	07/03/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Mauing				
Sign:	[signature]				
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 Realty Pocharam LLP	Invoice No.	22335
Nilgiri Heights, Pocharam, 500088	Invoice Date.	26-02-2022
	PO No.	85883
	PO Date.	25-02-2022
	Req ID	74136
GSTIN : 36ABIFM1836H1Z7 PAN AB1FM1836H	Req Date	25-02-2022
	Loc Req No	181864

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7508 - Stationery - other - Box file - small - nos		6	36.00	216.00	18	38.88
2	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	18	27.00
3	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
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IGST	CGST	SGST			
			Total Taxable Amount	1,521.00	204.48
	102.24	102.24	Total Invoice Amount	1,725.48	

Rupees : One Thousand Seven Hundred Twenty Five and Paise Fourty Eight Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91662
Date: 26/2
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-02-2022 11:14:10 Original / C

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

85883
14.02.22 2:58:15

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	85883	181864
Doc Date	25-02-2022	
Quote No	Nil	
Quote Date	25-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7508 - Stationery - other - Box file - small - nos	6.00	36.00	0.00	18.00	254.88
2	7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	18.00	177.00
3	7555 - Stationery - other - Paper - A4 - bundles	5.00	231.00	0.00	12.00	1,293.60
				Total Order Value . . .		**1,725.48**

Rupees : One Thousand Seven Hundred Twenty Five and Paise Fourty Eight 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	Nilgiri Heights pocharam Phone. .9849497484
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 site office purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For *Modi Realty Pocharam LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP	Date:	22-02-2022
Site & Phase :	Niligiri Heights	Time:	11:26
Supplier:		Req. No.	181864
0Material required before date:	Urgent	ID No.	74136

No	Description	Size	Quantity	Units	Inward No	Date
1	**Box files**	**Small**	06	No's		
2	Scribbling pads	Std	10	No's		
3	Paper bundles	A4	05	No's		
4						
5						
6	85883					
7						
8						
9						
10						

Remarks: for office use

Prepared By	S.Sharvani	Approved by	
Sign.& Date	22.02.22	Sign. & Date	APPROVED 25 FEB 2022 P. PRABHAKAR 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		
Modi Realty Pocharam LLP	DC No.	19121
Nilgiri Heights, Pocharam, 500088	DC Date.	26-02-2022
	PO No.	85883
	PO Date.	25-02-2022
	Req ID	74136
	Req Date	25-02-2022
GSTIN : 36ABIFM1836H1Z7	Loc Req No	181864

	Description of Goods	HSN/SAC	Qty
1	7508 - Stationery - other - Box file - small - nos		6
2	7584 - Stationery - other - Scribbling Pads - other - nos		10
3	7555 - Stationery - other - Paper - A4 - bundles	4810	5
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INWARD

Inward No: 11011 Dt: 26/02/22

MRN No: 104316 Dt: 28/2/22

Received By: Sign:

NILGIRI HEIGHTS

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

SALES LLP R.R. DIST.

78145

Date: 28/2