PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/3/22	Prepared by	Prabhakar	Serial no.	2860
Supplier name	SSLLP			HO inward no	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	8/2/22	PO/WO No.	85303	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22400	3/3/22	3,014.9	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,014.9

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos :	10448	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:	3,014.9
Amount E – PO / WO value:	~~7,476.44~~ 8248.16
Amount F – Difference (A – E):	~~4461.54~~ 5233.26
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	14/3/22
Remarks: Final ~~Boot~~ bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date		APPROVED 04 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
SR. MANAGER PURCHASE

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 & 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

Customer Details	Invoice No.	22400
Modi Properties Private Limited,.	Invoice Date.	03-03-2022
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	85303
	PO Date.	08-02-2022
	Req ID	73611
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	07-02-2022
	Loc Req No	178372

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4000 - Consumables - Acid - NA - ltrs	2806	12	21.00	252.00	18	45.36
2	4041 - Consumables - Mopping stick - NA - nos	9603	10	128.00	1,280.00	18	230.40
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	55.00	330.00	18	59.40
4	4006 - Consumables - Bucket - other - nos with mug	7310	3	231.00	693.00	18	124.74
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IGST	CGST	SGST				
			Total Taxable Amount	2,555.00		459.90
	229.95	229.95	Total Invoice Amount		3,014.90	

Rupees : Three Thousand Fourteen and Paise Ninty Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 9179 8 Date: 3/3/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 07-03-2022 10:20:50 AM

85303
31.01.22 4:53:34

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**	85303	178372
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-02-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-02-2022	
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	4000 - Consumables - Acid - NA - ltrs	24.00	21.00	0.00	18.00	594.72
2	4098 - Consumables - Dust pan - NA - nos	6.00	35.00	0.00	18.00	247.80
3	4041 - Consumables - Mopping stick - NA - nos	10.00	128.00	0.00	18.00	1,510.40
4	4071 - Consumables - Wiper - Other - nos	6.00	84.00	0.00	18.00	594.72
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	55.00	0.00	18.00	389.40
6	4046 - Consumables - Phinyle - 1Ltr - nos	6.00	52.00	0.00	18.00	368.16
7	4022 - Consumables - Dettol - NA - nos *liquid*	6.00	195.00	0.00	18.00	1,380.60
8	4008 - Consumables - Cleaning Cloth - other - nos *yellow*	20.00	16.80	0.00	5.00	352.80
9	4008 - Consumables - Cleaning Cloth - other - nos *white*	20.00	16.80	0.00	5.00	352.80
10	4022 - Consumables - Dettol - NA - nos *handwash*	6.00	86.00	0.00	18.00	608.88
11	4006 - Consumables - Bucket - other - nos *with mug*	6.00	231.00	0.00	18.00	1,635.48
12	9585 - Tools - Plastic mugs - Other - nos	6.00	30.00	0.00	18.00	212.40
				Total Order Value . . .		**8,248.16**

Rupees : Eight Thousand Two Hundred Fourty Eight and Paise Sixteen Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Purchase Order

 07-03-2022 10:20:50 AM Original / Office Copy / Purchase Div.Copy

Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 use purpose.
Completion Date	Nil
Measurment	Nil
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 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 Pvt Ltd	Date:	07.02.2022
Site & Phase :	May Flower Platinum	Time:	12:30
Supplier		Req.No.	178372
Material required before date:	10.02.2022	ID No.	73611

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	Std	24	Nos		
2	Plastic bucket	Std	06	Nos		
3	Plastic mug	Std	06	Nos		
4	Dust pad	Std	06	Nos		
5	Moping stick	Std	10	Nos		
6	Viper stick 85303	Std	06	Nos		
7	Harpic	Std	06	Nos		
8	Phenyl	Std	06	Nos		
9	Hand wash	Std	06	Nos		
10	Dettol liquid	Std	06	Nos		
11	Yellow cloth	Std	20	Nos		
12	White cloth	Std	20	Nos		

Remarks: Towards site use purpose

Prepared By	B.Nandini	Approved by	S.V.Subba Reddy
Sign.& Date	07.02.2022	Sign. & Date	

APPROVED
08 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 Properties Private Limited,

Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

DC No.	19174
DC Date.	03-03-2022
PO No.	85303
PO Date.	08-02-2022
Req ID	73611
Req Date	07-02-2022
Loc Req No	178372

	Description of Goods	HSN/SAC	Qty
1	4000 - Consumables - Acid - NA - ltrs	2806	12
2	4041 - Consumables - Mopping stick - NA - nos	9603	10
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
4	4006 - Consumables - Bucket - other - nos	7310	3
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INWARD
Inward No: 18859 Dt: 02/03/22
MRN No: 104498
Received By:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No: 78288
Date: 7/3/22
Sign:
R.R. DIST.