

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 4/3/22		Prepared by: Aabhaakar		Serial no. : 2862	
Supplier name: Summit Sales LLP				HO inward no.	
Firm/Company: MPPL		Project: MPL		HO received date	
PO/WO date: 28/2/22		PO/WO No.: 85969		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	22398	3/3/22	1,776.46	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,776.46	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 104449		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:				1,776.46	
Amount E – PO / WO value:				1,776.46	
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		14/3/22			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
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

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

1 of 1 :

Customer Details				Invoice No.		22398			
Modi Properties Private Limited, Sy No. 82/1, Mallapur, Nacharam, Hyderabad				Invoice Date.		03-03-2022			
				PO No.		85969			
				PO Date.		28-02-2022			
				Req ID		74219			
				Req Date		26-02-2022			
				Loc Req No		178402			
GSTIN : 36AABCM4761E1ZM				PAN AABCM4761E					
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Blue-20 Red-10 Black-20			9608	50	3.50	175.00	18	31.50
2	7505 - Stationery - other - Binder Clips - other - 25mm			8305	2	38.00	76.00	18	13.68
3	7505 - Stationery - other - Binder Clips - other - 19mm			8305	2	25.00	50.00	18	9.00
4	7563 - Stationery - other - Pencil - NA - boxes			4421	2	42.00	84.00	12	10.08
5	7605 - Stationery - other - Whitner Pen - NA - nos			9608	5	21.00	105.00	18	18.90
6	7533 - Stationery - other - Highlighter - NA - nos			9608	15	20.00	300.00	12	36.00
7	7594 - Stationery - other - Stapler pin - other - boxes small			7415	10	6.00	60.00	18	10.80
8	7594 - Stationery - other - Stapler pin - other - boxes Big			7415	10	19.50	195.00	18	35.10
9	7544 - Stationery - other - Marker - NA - nos Black & Red Blue			9608	30	16.00	480.00	18	86.40
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		1,525.00	251.46
		125.73		125.73		Total Invoice Amount		1,776.46	
Rupees : One Thousand Seven Hundred Seventy Six and Paise Fourty Six Only.									

Rupees : One Thousand Seven Hundred Seventy Six and Paise Fourty Six Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

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28-02-2022 12:17:07

O

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM



85969

14.02.22 3:00:03

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	85969	178402
Doc Date	28-02-2022	
Quote No	Nil	
Quote Date	28-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7560 - Stationery - other - Pen - NA - nos Blue-20 Red-10 Black-20	50.00	3.50	0.00	18.00	206.50
2 7505 - Stationery - other - Binder Clips - other - boxes 25mm	2.00	38.00	0.00	18.00	89.68
3 7505 - Stationery - other - Binder Clips - other - boxes 19mm	2.00	25.00	0.00	18.00	59.00
4 7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
5 7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
6 7533 - Stationery - other - Highlighter - NA - nos	15.00	20.00	0.00	12.00	336.00
7 7594 - Stationery - other - Stapler pin - other - boxes small	10.00	6.00	0.00	18.00	70.80
8 7594 - Stationery - other - Stapler pin - other - boxes Big	10.00	19.50	0.00	18.00	230.10
9 7544 - Stationery - other - Marker - NA - nos Black & Red Blue	30.00	16.00	0.00	18.00	566.40
Total Order Value . . .					1,776.46

Rupees : One Thousand Seven Hundred Seventy Six and Paise Fourty Six 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 May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

28-02-2022 12:17:07

Original / Office Copy / Purchase Div.Copy

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order For Site and office 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 Properties Pvt.Ltd.**

Authorised Signatory

Name : 28/02/2022

Accepted the above Terms And Conditions

For **Summit Sales LLP**

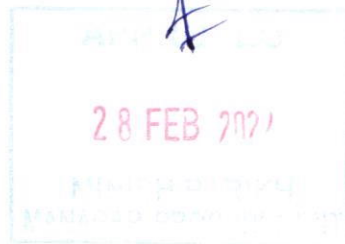
Name : _____

Date : __/__/__

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		26.02.2022	
Site & Phase :		May Flower Platinum		Time:		12:45	
Supplier				Req.No.		178402	
Material required before date:		29.02.2022		ID No.		74219	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Pens-Blue		02	Box's			
2	Pens-Red		02	Box's			
3	Pens-Black		02	Box's			
4	Binder Clips	Small	01	Box's			
5	Binder Clips	Big	01	Box's			
6	Pencil		02	Box's			
7	Whitener		05	No's			
8	Highlighters		02	Box's			
9	Stapler Pins	Small	01	Box's			
10	Stapler Pins	Big	01	Box's			
11	Scribbling pads		10	No's			
12	Markers	Black & Red	20	No's			
13	Markers	Blue	10	No's			
Remarks: Towards Site & Sales Office use purpose .							
Prepared By		R.Ashok		Approved by		S.V.Subba Reddy	
Sign.& Date		26.02.2022		Sign. & Date			

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@summitsales.com

GSTIN/UNI: 36ACQFS2044C1Z7

Date: 03-03-2022

Customer Details

Mosh Properties Private Limited,

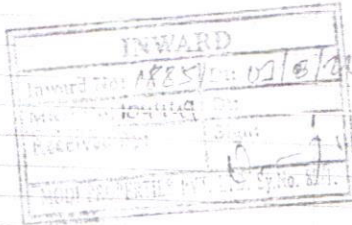
Ss No. 82/1, Mallapur, Nacharam, Hyderabad

DC No. 19172
 DC Date 03-03-2022
 PO No. 85969
 PO Date 28-02-2022
 Req ID 74219
 Req Date 26-02-2022
 Loc Req No 178402

GSTIN: 36AABC4761F1ZM

Description of Goods

	HSN/SAC	Qty
1 7560 - Stationery - other - Pen - NA - nos	9608	50
2 7505 - Stationery - other - Binder Clips - other - boxes	8305	2
3 7505 - Stationery - other - Binder Clips - other - boxes	8305	2
4 7563 - Stationery - other - Pencil - NA - boxes	4421	2
5 7605 - Stationery - other - Whitener Pen - NA - nos	9608	5
6 7533 - Stationery - other - Highlighter - NA - nos	9608	15
7 7594 - Stationery - other - Stapler pin - other - boxes	7115	10
8 7594 - Stationery - other - Stapler pin - other - boxes	7115	10
9 7544 - Stationery - other - Marker - NA - nos	9608	30



for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorized signatory

