PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	4/3/22	Prepared by	Prabhakar	Serial no.	U-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	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date		APPROVED 04 MAR 2022 P. PRABHAKAR SR. MANAGER PURCHASE			
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

Customer Details		
Modi Properties Private Limited,.	Invoice No.	22398
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
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Loc Req No	178402

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	50	3.50	175.00	18	31.50
	Blue-20 Red-10 Black-20						
2	7505 - Stationery - other - Binder Clips - other -	8305	2	38.00	76.00	18	13.68
	25mm						
3	7505 - Stationery - other - Binder Clips - other -	8305	2	25.00	50.00	18	9.00
	19mm						
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	7415	10	6.00	60.00	18	10.80
	small						
8	7594 - Stationery - other - Stapler pin - other - boxes	7415	10	19.50	195.00	18	35.10
	Big						
9	7544 - Stationery - other - Marker - NA - nos	9608	30	16.00	480.00	18	86.40
	Black & Red Blue						
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.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 91797
Date: 3/3/22
Sign: L
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Purchase Order

 28-02-2022 12:17:07

85969
14.02.22 3:00:03

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**	85969	178402
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-02-2022	
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	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

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : 28/02/2022

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Purchase Order

 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 85969		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.

28 FEB 2022

Original / Customer / Transporter - Copy

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Modi Properties Private Limited,

Sy No 82/1, Mallapur, Nacharam, Hyderabad

GSTIN 36AABCM4761E1ZM

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

	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 - Whitner 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
10			
11			
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INWARD
Inward No: 1885 Dt: 07/3/22
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 78289
Date: 7/3/22
Sign:
R.R. DIST.