PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/3/22	Prepared by	Manoj	Serial no.	- 2608
Supplier name	SSLLP			HO inward no.	
Firm/Company	MCRLLP	Project	NRK	HO received date	
PO/WO date	22/2/22	PO/WO No.	85719	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22379	1/3/22	2,761/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,761/-
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:	2,761/-
Amount E – PO / WO value:	2,761/-
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	7/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	3/3/22				
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 Constructions & Realtors LLP	Invoice No.	22379
Nextopolis, Sy no. 230 to 243, plot no. 11, thurkapally, shameerpet,	Invoice Date.	01-03-2022
	PO No.	85719
	PO Date.	22-02-2022
medchal	Req ID	73986
GSTIN : 36ABJFM5257F2Z2 PAN ABJFM5257F	Req Date	18-02-2022
	Loc Req No	186227

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos		10	180.00	1,800.00	18	324.00
2	7507 - Stationery - other - Box file - Big - nos		3	180.00	540.00	18	97.20
	Each One Red-Black & Blue Rexine						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,340.00	421.20
	210.60	210.60	Total Invoice Amount	2,761.20	

Rupees : Two Thousand Seven Hundred Sixty One and Paise Twenty Only.

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 91765
Date: 2/3/22
Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 22-02-2022 16:06:54

85719
14.02.22 2:32:34

From Company : **Modi Constructions & Realtors LLP**
5-4-187/3&4, IInd Floor, M G Road, Ranigunj, Secunderabad, Hyderabad
G S T No. : 36ABJFM5257F2Z2

Supplier Details			
Summit Sales LLP	**Doc No**	85719	186227
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-02-2022	
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	7507 - Stationery - other - Box file - Big - nos	10.00	180.00	0.00	18.00	2,124.00
2	7507 - Stationery - other - Box file - Big - nos *Each One Red-Black & Blue Rexine*	3.00	180.00	0.00	18.00	637.20
					Total Order Value . . .	**2,761.20**

Rupees : Two Thousand Seven Hundred Sixty One and Paise Twenty 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	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
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 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 Constructions & Realtors LLP***

Authorised Signatory

Name : 23/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name	Modi constructions and realtors llp	Date	18.02.2022
Site & Phase	Nextopolis	Time	16:30
Supplier		Req. No.	186227
Material required before date:	Urgent	ID No.	73986

No	Description	Size	Quantity	Units	Inward No	Date
1	BOX file (blue)	Std	01	Nos		
2	BOX file (black)	Std	01	Nos		
3	BOX file (red)	Std	01	Nos		
4	BOX files 85719	Std	10	Nos		
5						
6						
7						
8						
9						
10						

Remarks: For site office use purpose.

Prepared By	S.Shravya	Approved by	C.Balamuralikrishana
Sign.& Date	18.02.2022	Sign. & Date	18.02.2022

For G. Raby

APPROVED
18 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 Constructions & Realtors LLP

Nextopolis, Sy no. 230 to 243, plot no. 11, thurkapally, shameerpet,

medchal

GSTIN : 36ABJFM5257F2Z2

DC No.	19161
DC Date.	01-03-2022
PO No.	85719
PO Date.	22-02-2022
Req ID	73986
Req Date	18-02-2022
Loc Req No	186227

	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		10
2	7507 - Stationery - other - Box file - Big - nos		3
3			
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INWARD

Inward No: 1666 Dt: 04/03/22

MRN No: 104494 Dt: 5/3/22

Received By: NIRAJ Sign:

MODI CONSTRUCTIONS & REALTY LLP

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No. 78264 Date 7/3/22 Sign

Authorised signatory