

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/6/20		Prepared by:		Sourmya.	
PO/WO no.		67555		PO / WO Date.		28/5/20	
Supplier Name		SSLP.		PO/WO amount		1,135.56	
Firm/Company		Mehra & Modi Realty Pvt. Ltd.		Project		Greenwood heights	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		11475		1/6/20		1,135.56	
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,135.56	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	9570	1/6/20		☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :-						-	
Amount C –Other Debits :-						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						1,135	
Amount E – PO / WO value:						1,135	
Amount F – Difference (A – E):							
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. _____/- ☐ No				
Payment – due date			1/6/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sourmya						
Date	3/6/20.						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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

1 of 1 : 01-06-2020

Customer Details				Invoice No.		11475	
Mehta & Modi Realty Kowkur LLP Greenwood Heights, Sy no-196,Kowkur, Hyderabad GSTIN : 36ABLFM7631F1A3				Invoice Date.		01-06-2020	
				PO No.		67555	
				PO Date.		28-05-2020	
				Req ID		57213	
				Req Date		27-05-2020	
				Loc Req No		140223	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7593 - Stationery - other - Stapler - other - nos 10 no	9608	3	37.00	111.00	18	19.98
2	7583 - Stationery - other - Scale - NA - nos		5	10.00	50.00	18	9.00
3	7509 - Stationery - other - Calculator - NA - nos		3	155.00	465.00	18	83.70
4	7560 - Stationery - other - Pen - NA - nos Blue	9608	30	5.50	165.00	12	19.80
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
6	7532 - Stationery - other - Gum - 150ml - nos	9608	1	37.00	37.00	18	6.66
7	7528 - Stationery - other - Fevistick - NA - nos	9608	3	21.00	63.00	18	11.34
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13							
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15							
IGST		CGST	SGST	Total Taxable Amount		975.00	160.56
		80.28	80.28	Total Invoice Amount		1,135.56	
Rupees : One Thousand One Hundred Thirty Five and Paise Fifty Six Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 2

28-05-2020 14:23:55

01



67555

23.05.20 2:03:43

Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5000
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	Doc No	67555	140223
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad	Doc Date	28-05-2020	
GSTIN 36ACQFS2044C1Z7	Quote No	Nil	
040-66335551	Quote Date	28-05-2020	
9618244433	SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7593 - Stationery - other - Stapler - other - nos 10 no	3.00	37.00	0.00	18.00	130.98
2 7583 - Stationery - other - Scale - NA - nos	5.00	10.00	0.00	18.00	59.00
3 7509 - Stationery - other - Calculator - NA - nos	3.00	155.00	0.00	18.00	548.70
4 7560 - Stationery - other - Pen - NA - nos Blue	30.00	5.50	0.00	12.00	184.80
5 7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
6 7532 - Stationery - other - Gum - 150ml - nos	1.00	37.00	0.00	18.00	43.66
7 7528 - Stationery - other - Fevistick - NA - nos	3.00	21.00	0.00	18.00	74.34
Total Order Value . . .					1,135.56

Rupees : One Thousand One Hundred Thirty Five and Paise Fifty Six 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.**Delivery Location** Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551**Penalty 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 Use purpose.**Completion Date** Nil**Measurment** Nil**Security** NilFor **Mehta & Modi Realty Kowkur LLP**

Accepted the above Terms And Conditions

Authorised Signatory

For **Summit Sales LLP**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:	MMKRLLP	Date:	19.05.2020
Site & Phone:	GHT	Time:	14:00
Supplier:		Req. No.	140223
Material required before :	22.05.2020	ID No.	57213

No	Description	Size	Quantity	Units	Inward No	Date
1	Pens	Blue	30✓	No.s		
2	Staplers	Small	3✓	No.s		
3	Scales	Big	05✓	No.s		
4	Calculators	Std	03✓	No.s		
5	Pencil	Std	02✓	Boxes		
6	Gum bottle	Small	01✓	No.s		
7	Fevistick	Small	03✓	No.s		

Remarks: For site use purpose

Prepared By	N.Shravya	Approved by	A.Suresh
Sign.& Date	19.05.2020	Sign. & Date	19.05.2020

Summit Sales LLP

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

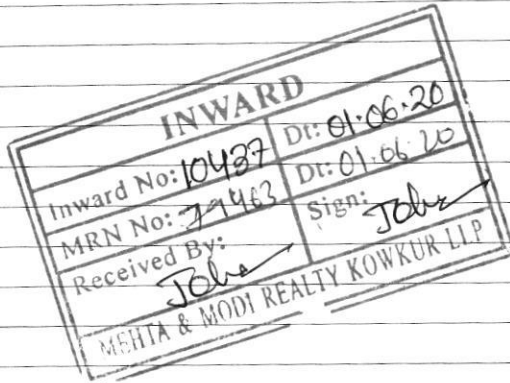
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 01-06-2020

Customer Details		DC No.	9570
Mehta & Modi Realty Kowkur LLP Greenwood Heights, Sy no-196,Kowkur, Hyderabad		DC Date.	01-06-2020
		PO No.	67555
		PO Date.	28-05-2020
		Req ID	57213
		Req Date	27-05-2020
GSTIN : 36ABLFM7631F1A3		Loc Req No	140223
	Description of Goods	HSN/SAC	Qty
1	7593 - Stationery - other - Stapler - other - nos	9608	3
2	7583 - Stationery - other - Scale - NA - nos		5
3	7509 - Stationery - other - Calculator - NA - nos		3
4	7560 - Stationery - other - Pen - NA - nos	9608	30
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2
6	7532 - Stationery - other - Gum - 150ml - nos	9608	1
7	7528 - Stationery - other - Fevistick - NA - nos	9608	3
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Summit Sales LLP

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

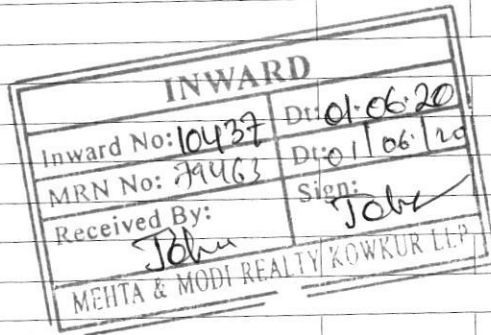
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 01-06-2020

Customer Details				Invoice No.	11475		
Mehta & Modi Realty Kowkur LLP Greenwood Heights, Sy no-196,Kowkur, Hyderabad GSTIN : 36ABLFM7631F1A3				Invoice Date.	01-06-2020		
				PO No.	67555		
				PO Date.	28-05-2020		
				Req ID	57213		
				Req Date	27-05-2020		
				Loc Req No	140223		
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	10 no						
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3	7509 - Stationery - other - Calculator - NA - nos		3	155.00	465.00	18	83.70
4	7560 - Stationery - other - Pen - NA - nos	9608	30	5.50	165.00	12	19.80
	Blue						
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6	7532 - Stationery - other - Gum - 150ml - nos	9608	1	37.00	37.00	18	6.66
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15							
	IGST	CGST	SGST	Total Taxable Amount	975.00		160.56
		80.28	80.28	Total Invoice Amount	1,135.56		
Rupees : One Thousand One Hundred Thirty Five and Paise Fifty Six Only.							



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