PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/6/20	Prepared by:	Soumya.
PO/WO no.	67555	PO / WO Date.	28/5/20
Supplier Name	SSllp.	PO/WO amount	1,135.56.
Firm/Company	Mehta & Modi realty &co llp	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:	Soumya		APPROVED 12 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
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/-

ORIGINAL INVOICE

TAX INVOICE

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	11475
Greenwood Heights, Sy no-196,Kowkur, Hyderabad	Invoice Date.	01-06-2020
	PO No.	67555
	PO Date.	28-05-2020
	Req ID	57213
GSTIN : 36ABLFM7631F1A3	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	9608	3	37.00	111.00	18	19.98
	10 no						
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	9608	30	5.50	165.00	12	19.80
	Blue						
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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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

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 0605
Date: 1/6/20
Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 28-05-2020 14:23:55 Oı

67555
23.05.20 2:03:43

m Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500C
G S T No. : 36ABLFM7631F1Z3

Su lier Details			
Sur nit Sales LLP	**Doc No**	67555	140223
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-05-2020	
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	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
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 office Use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	MMKRLLP	Date:	19.05.2020
Site & Phase:	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

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	DC No.	9570
Mehta & Modi Realty Kowkur LLP	DC Date.	01-06-2020
Greenwood Heights, Sy no-196,Kowkur, Hyderabad	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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INWARD
Inward No: 10437 Dt: 01-06-20
MRN No: 79463 Dt: 01-06-20
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 38624
Date 4/6
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

TRANSIT COPY

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	11475
Greenwood Heights, Sy no-196,Kowkur, Hyderabad	Invoice 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	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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15							

INWARD
Inward No: 10437 Dt: 01-06-20
MRN No: 79463 Dt: 01/06/20
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

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