

PURCHASE DIVISION
Advice for approval for credit to supplier

22

Date:		16/6/20		Prepared by:		Dowmya.	
PO/WO no.		67414		PO / WO Date.		23/5/20.	
Supplier Name		SS/Ip.		PO/WO amount		1936.20	
Firm/Company		East side residency Annafizuda Ip		Project		ESR.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	11702	13/6/20.		293.48			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						293.48	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	9786	13/6/20	80066	☒ 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:						293.48	
Amount E – PO / WO value:						936.20	
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			26/6/20				
Remarks: Short Recd							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Dowmya						
Date	16/6/20						

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/-

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

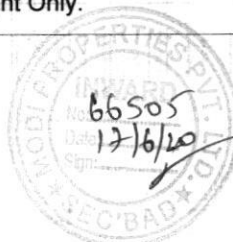
Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 13-06-2020

Customer Details				Invoice No.		11702		
East Side Residency Annojiguda LLP				Invoice Date.		13-06-2020		
Sy no. 96/97, Annojiguda, Near Pocharam, Hyderabad				PO No.		67414		
				PO Date.		23-05-2020		
				Req ID		57075		
				Req Date		22-05-2020		
GSTIN : 36AAHFE3373P1ZX				Loc Req No		130103		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt	
1	7507 - Stationery - other - Box file - Big - nos		6	37.00	222.00	12	26.64	
2	7533 - Stationery - other - Highlighter - NA - nos	9608	2	19.00	38.00	18	6.84	
3								
4								
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10								
11								
12								
13								
14								
15								
IGST		CGST	SGST	Total Taxable Amount		260.00	33.48	
		16.74	16.74	Total Invoice Amount		293.48		
Rupees : Two Hundred Ninty Three and Paise Fourty Eight Only.								

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

Page(s) 1 Of 1

27-05-2020 16:15:52



67414

23.05.20 2:01:09

From Company : **East Side Residency Annojiguda LLP**
5-4-187/3&4, II nd floor ,Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHFE3373P1ZX

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	67414	130103
Doc Date	23-05-2020	
Quote No	Nil	
Quote Date	23-05-2020	
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	37.00	0.00	12.00	414.40
2 7560 - Stationery - other - Pen - NA - nos Blue	10.00	5.50	0.00	12.00	61.60
3 9561 - Tools - Scissors - other - nos	2.00	55.00	0.00	18.00	129.80
4 7532 - Stationery - other - Gum - 150ml - nos	5.00	37.00	0.00	18.00	218.30
5 7533 - Stationery - other - Highlighter - NA - nos	5.00	19.00	0.00	18.00	112.10
Total Order Value . . .					936.20

Rupees : Nine Hundred Thirty Six and Paise Twenty 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 East Side Residency
Sy no 96/97, Annojiguda, Near: Pocharam, Hyderabad-501301
Phone. 9121309555

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 use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Part bill received Rs. 643/- Balance
has to be receivable Rs. 293/-

Given
5/6/20

For **East Side Residency Annojiguda LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		East Side Residency Annojiguda LLP		Date:		15-05-2020	
Site & Phase :		East Side Residency		Time:		02:30PM	
Supplier				Req. No.		130103	
Material required before date:		19-05-2020		ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1	Flat Files	STD	100	No's			
2	Box files	STD	10	No's			
3	Blue Pens	STD	01	Box			
4	Scissors	STD	02	No's			
5	Gum	STD	05	No's			
6	Highlighter pen	STD	05	No's			
7							
8							
9							
10							
Remarks: - For site use purpose							
Prepared By		M.Aswini		Approved by			
Sign.& Date		15-05-2020		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

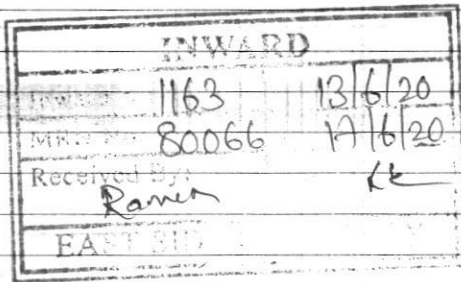
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 13-06-2020

Customer Details		DC No.	9786
East Side Residency Annojiguda LLP		DC Date.	13-06-2020
Sy no. 96/97, Annojiguda, Near Pocharam, Hyderabad		PO No.	67414
		PO Date.	23-05-2020
		Req ID	57075
		Req Date	22-05-2020
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for Summit Sales LLP

Authorised signatory

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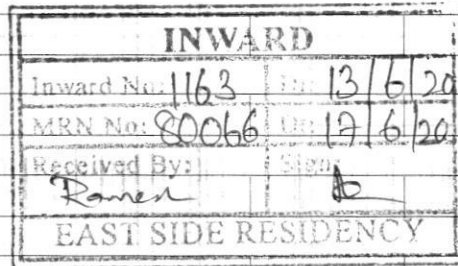
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