(18) 22

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/6/20	Prepared by:	Soumya.
PO/WO no.	67414	PO / WO Date.	23/5/20.
Supplier Name	SSllp.	PO/WO amount	936.20
Firm/Company	East side residency Annojiguda llp	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 Received

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
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

Customer Details		
East Side Residency Annojiguda LLP	Invoice No.	11702
Sy no. 96/97, Annojiguda, Near Pocharam, Hyderabad	Invoice Date.	13-06-2020
	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							
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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.

MODI PROPERTIES PVT. LTD. INWARD No. 66505 Date 17/6/20 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 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	**Doc No**	67414	130103
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	23-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	23-05-2020	
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	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 :-

Part bill received Rs. 643/- Balance has to be receivable Rs. 293/-
Gurry
5/6/20

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
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 use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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	APPROVED 05 [illegible] 2020 MINISH PARIKH MANAGER PROCUREMENT
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**

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
GSTIN : 36AAHFE3373P1ZX	Loc Req No	130103

	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		6
2	7533 - Stationery - other - Highlighter - NA - nos	9608	2
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MODI PROPERTIES PVT. LTD. ★SEC'BAD★
INWARD
No: 38977
Date: 18/6
Sign:

INWARD
1163 13/6/20
MRN No 80066 17/6/20
Received By: Raman
EAST SID

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

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	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
GSTIN : 36AAHFE3373P1ZX	Req Date	22-05-2020
	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
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INWARD
Inward No: 1163 Dt: 13/6/20
MRN No: 80066 Dt: 17/6/20
Received By: Ramesh Sign:
EAST SIDE RESIDENCY

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.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory