PURCHASE DIVISION
Advice for approval for credit to supplier

22

Date:	20/6/20	Prepared by:	Soumya-
PO/WO no.	68079	PO / WO Date.	18/6/20
Supplier Name	SSLP.	PO/WO amount	3,080.02
Firm/Company	Modi properties pvt ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11782	19/6/20.	1,889.20
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,889.20.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9859	19/6/20	80175	☑ 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:	1,889.20
Amount E – PO / WO value:	3,080.02
Amount F – Difference (A – E):	1191

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	27/6/20

Remarks: Short Received

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Soumya						
Date	20/6/20						

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

ORIGINAL 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.	11782
Modi Properties Private Limited,.	Invoice Date.	19-06-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	68079
	PO Date.	18-06-2020
	Req ID	57725
GSTIN : 36AABCM4761E1ZM	Req Date	17-06-2020
	Loc Req No	11738

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
2	7560 - Stationery - other - Pen - NA - nos Blue -25nos Black-25nos	9608	50	5.50	275.00	12	33.00
3	7592 - Stationery - other - stamp pad - NA - nos	9612	1	42.00	42.00	18	7.56
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7528 - Stationery - other - Fevistick - NA - nos	9608	5	21.00	105.00	18	18.90
6	7544 - Stationery - other - Marker - NA - nos Blue/Red/Black each-5 boxes	9608	15	16.00	240.00	12	28.80
7	7505 - Stationery - other - Binder Clips - other - 19mm	8305	5	24.00	120.00	18	21.60
8	7505 - Stationery - other - Binder Clips - other - 32mm	8305	5	40.00	200.00	18	36.00
9	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
10	7523 - Stationery - other - Eraser - NA - nos		2	1.50	3.00	18	0.54
11	7585 - Stationery - other - Sharpner - NA - nos	8214	2	3.00	6.00	12	0.72
12	7584 - Stationery - other - Scribbling Pads - other -		25	15.00	375.00	12	45.00
13							
14							
15							

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6665 Date 22/6/20 Sign.

IGST	CGST	SGST			
			Total Taxable Amount	1,660.00	229.20
	114.60	114.60	Total Invoice Amount	1,889.20	

Rupees : One Thousand Eight Hundred Eighty Nine and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 18-06-2020 10:13:23

68079
16.06.20 2:49:39

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP	**Doc No**	68079	11738
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	18-06-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	18-06-2020	
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	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
2	7593 - Stationery - other - Stapler - other - nos *small*	5.00	195.00	0.00	18.00	1,150.50
3	7560 - Stationery - other - Pen - NA - nos *Blue -25nos Black-25nos*	50.00	5.50	0.00	12.00	308.00
4	7592 - Stationery - other - stamp pad - NA - nos	1.00	42.00	0.00	18.00	49.56
5	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
6	7528 - Stationery - other - Fevistick - NA - nos	5.00	21.00	0.00	18.00	123.90
7	7544 - Stationery - other - Marker - NA - nos *Blue/Red/Black each-5 boxes*	15.00	16.00	0.00	12.00	268.80
8	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	5.00	24.00	0.00	18.00	141.60
9	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	5.00	40.00	0.00	18.00	236.00
10	7517 - Stationery - other - Colour Pencils - NA - pkts	4.00	9.00	0.00	12.00	40.32
11	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.00	0.00	12.00	201.60
12	7523 - Stationery - other - Eraser - NA - nos	2.00	1.50	0.00	18.00	3.54
13	7585 - Stationery - other - Sharpner - NA - nos	2.00	3.00	0.00	12.00	6.72
14	7584 - Stationery - other - Scribbling Pads - other - nos	25.00	15.00	0.00	12.00	420.00
			Total Order Value . . .			**3,080.02**

Rupees : Three Thousand Eighty and Paise Two Only.

Partly Bill : 11782 Dt: 19/6/20
Amt : 1889/-
28/6/20 Bal : 1191/-

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

17/06/2020.

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

pany Name:	Modi Properties Pvt Ltd	Date:	17-06-2020
& Phase :	May Flower Platinum	Time:	11;10
upplier		Req.No.	11738
Material required before date:	17-06-2020	ID No.	57725

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue /Black pens	Std	05	Boxs		
2	Staplers & pins small	Std	05	Nos		
3	Black markers	Std	100	Nos		
4	Pencils	Std	02	Boxs		
5	Fevisticks	Std	05	Nos		
6	/ Red/ blue markers	Std	05	Boxs		
7	Binder clips small/big	Std	05	Boxs		
8	Whitners	Std	05	Nos		
9	Stam pad	Std	01	Nos		
10	Colour pencils	Std	04	Boxs		
11	Cd markers	Std	10	Nos		
12	Earsers/shapeners	Std	2	Boxs		
13	Scribbling pads	Std	25	Nos		

PO 68079,

Remarks : for site use purpose

Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	17-06-2020	Sign. & Date	

APPROVED
1? JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

751

15.51

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.	9859
Modi Properties Private Limited,.	DC Date.	19-06-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	68079
	PO Date.	18-06-2020
	Req ID	57725
GSTIN : 36AABCM4761E1ZM	Req Date	17-06-2020
	Loc Req No	11738

	Description of Goods	HSN/SAC	Qty
1	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
2	7560 - Stationery - other - Pen - NA - nos	9608	50
3	7592 - Stationery - other - stamp pad - NA - nos	9612	1
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2
5	7528 - Stationery - other - Fevistick - NA - nos	9608	5
6	7544 - Stationery - other - Marker - NA - nos	9608	15
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
8	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
9	7512 - Stationery - other - CD Marker - NA - nos	9608	10
10	7523 - Stationery - other - Eraser - NA - nos		2
11	7585 - Stationery - other - Sharpner - NA - nos	8214	2
12	7584 - Stationery - other - Scribbling Pads - other - nos		25
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 39242
Date 25/6
Sign

INWARD
Inward No. 3343 Dt. 19/6/20
MRN No: 80175 Dt:
Received By: Sign: Nizam
Modi Properties Pvt. Ltd.
Sy.No.82/1

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

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	Invoice No.	11782
Modi Properties Private Limited,.	Invoice Date.	19-06-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	68079
	PO Date.	18-06-2020
	Req ID	57725
GSTIN : 36AABCM4761E1ZM	Req Date	17-06-2020
	Loc Req No	11738

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
2	7560 - Stationery - other - Pen - NA - nos Blue -25nos Black-25nos	9608	50	5.50	275.00	12	33.00
3	7592 - Stationery - other - stamp pad - NA - nos	9612	1	42.00	42.00	18	7.56
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7528 - Stationery - other - Fevistick - NA - nos	9608	5	21.00	105.00	18	18.90
6	7544 - Stationery - other - Marker - NA - nos Blue/Red/Black each-5 boxes	9608	15	16.00	240.00	12	28.80
7	7505 - Stationery - other - Binder Clips - other - 19mm	8305	5	24.00	120.00	18	21.60
8	7505 - Stationery - other - Binder Clips - other - 32mm	8305	5	40.00	200.00	18	36.00
9	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
10	7523 - Stationery - other - Eraser - NA - nos		2	1.50	3.00	18	0.54
11	7585 - Stationery - other - Sharpner - NA - nos	8214	2	3.00	6.00	12	0.72
12	7584 - Stationery - other - Scribbling Pads - other -		25	15.00	375.00	12	45.00
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,660.00	229.20
	114.60	114.60	Total Invoice Amount	1,889.20	

Rupees : One Thousand Eight Hundred Eighty Nine and Paise Twenty Only.

INWARD
13343, Dt: 19/6/20
MRN No. 80175 Dt:
Received By: Sign: [illegible]
Modi Properties Pvt. Ltd.
Sy No.82/1

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory