PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/7/20.	Prepared by:	SOWMYA
PO/WO no.	68827	PO / WO Date.	13/7/20
Supplier Name	SSllp.	PO/WO amount	2,334.08
Firm/Company	ESR.	Project	ESR
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12332	16/7/20.	2,334.08
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,334.08

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10365	16/7/20	81267	☑ 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:	2,334
Amount E – PO / WO value:	2,334
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	**25.7.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	17/7/20.						

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

ORIGINAL INVOICE

#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.	12332
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad	Invoice Date.	16-07-2020
	PO No.	68827
	PO Date.	13-07-2020
	Req ID	58428
GSTIN : 36AAHFE3373P1ZX	Req Date	11-07-2020
	Loc Req No	130120

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	12	18.00
2	7555 - Stationery - other - Paper - A4 - bundles	4810	6	230.00	1,380.00	12	165.60
3	7560 - Stationery - other - Pen - NA - nos	9608	100	3.50	350.00	12	42.00
	blue/black each 50 nos						
4	7544 - Stationery - other - Marker - NA - nos	9608	6	16.00	96.00	12	11.52
	blue						
5	7512 - Stationery - other - CD Marker - NA - nos	9608	6	18.00	108.00	12	12.96
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IGST	CGST	SGST				
			Total Taxable Amount	2,084.00		250.08
	125.04	125.04	Total Invoice Amount	2,334.08		

Rupees : Two Thousand Three Hundred Thirty Four and Paise Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 65606 Date 20/7/20 Sign

Authorised signatory

Purchase Order

 13-07-2020 14:31:30 Origi

68827
15.07.20 12:16:57

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**	68827	130120
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	13-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-07-2020	
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	7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	12.00	168.00
2	7555 - Stationery - other - Paper - A4 - bundles	6.00	230.00	0.00	12.00	1,545.60
3	7560 - Stationery - other - Pen - NA - nos *blue/black each 50 nos*	100.00	3.50	0.00	12.00	392.00
4	7544 - Stationery - other - Marker - NA - nos *blue*	6.00	16.00	0.00	12.00	107.52
5	7512 - Stationery - other - CD Marker - NA - nos	6.00	18.00	0.00	12.00	120.96
	Total Order Value . . .					**2,334.08**

Rupees : Two Thousand Three Hundred Thirty Four and Paise Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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 office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***East Side Residency Annojiguda LLP***

Authorised Signatory

Name : ______________________

Contact ..

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	East Side Residency Annojiguda LLP	Date:	10-07-2020
Site & Phase :	East Side Residency	Time:	16:50
Supplier		Req. No.	130120
Material required before date:	13-07-2020	ID No.	58428

No	Description	Size	Quantity	Units	Inward No	Date
1	Permanent Marker Blue	STD	06	No's		
2	CD Marker	STD	06	No's		
3	Blue Pens	STD	02	Box		
4	Black Pens	STD	02	Box		
5	Scribbling pads	Small	10	No's		
6	White paper	A4	06	Bundle		
7						
8						
9						

PO 68827

Remarks: - For Site Office use purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	10-07-2020	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		
East Side Residency Annojiguda LLP	DC No.	10365
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad	DC Date.	16-07-2020
	PO No.	68827
	PO Date.	13-07-2020
	Req ID	58428
GSTIN : 36AAHFE3373P1ZX	Req Date	11-07-2020
	Loc Req No	130120

	Description of Goods	HSN/SAC	Qty
1	7584 - Stationery - other - Scribbling Pads - other - nos		10
2	7555 - Stationery - other - Paper - A4 - bundles	4810	6
3	7560 - Stationery - other - Pen - NA - nos	9608	100
4	7544 - Stationery - other - Marker - NA - nos	9608	6
5	7512 - Stationery - other - CD Marker - NA - nos	9608	6
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INWARD
Inward No: 1173 Dt: 16/7/20
MRN No: 81267 Dt: 18/7/20
Received By: Sign:
EAST SIDE RESIDENCY

MODI PROPERTIES PVT LTD
INWARD
No. 39957
Date 20/7
SEC'BAD

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 TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	12332
East Side Residency Annojiguda LLP	Invoice Date.	16-07-2020
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad	PO No.	68827
	PO Date.	13-07-2020
	Req ID	58428
GSTIN : 36AAHFE3373P1ZX	Req Date	11-07-2020
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IGST	CGST	SGST				
			Total Taxable Amount	2,084.00		250.08
	125.04	125.04	Total Invoice Amount	2,334.08		

Rupees : Two Thousand Three Hundred Thirty Four and Paise Eight Only.

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Authorised signatory