4

# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| | | Prepared by: | K. R. Chalgulen |
| e: | 22/7/2020 | PO / WO Date. | 7/7/2020 |
| WO no. | 68642 | PO/WO amount | 1,604/- |
| pplier Name | SSLLP | Project | GMR |
| m/Company | GMR | Bill Date | Bill amount |
| No. | Bill No. | | |
| | 12422 | 22/7/2020 | 1,604/- |
| | | | |
| | | | |
| | | | |
| mount A – Bills total(Excluding Transport & Hamali Charges): | | | 1,604/- |

| l. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| | | | | □ Yes □ No |
| 1. | 10214 | 8/7/2020 | 81370 | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | |

| | |
|---|---|
| Amount B –Other Credits :_ | |
| Amount C –Other Debits :_ | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 1,604/- |
| Amount E – PO / WO value: | 1,604/- |
| 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 | 27/7/2020 |

Remarks:_

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | ✓ | | | | | | |
| Date | 22/7/2020 | | | | | | |

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

TAX INVOICE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| Customer Details | | |
|---|---|---|
| Modi Reality Mallapur LLP | Invoice No. | 12422 |
| Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, | Invoice Date. | 22-07-2020 |
| | PO No. | 68642 |
| | PO Date. | 07-07-2020 |
| | Req ID | 58284 |
| | Req Date | 06-07-2020 |
| GSTIN : 36AAEFM1459R1ZP | Loc Req No | 68342 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3511 - Computers and Peripherals - Key board - NA - | 84716040 | 2 | 420.00 | 840.00 | 18 | 151.20 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 2 | 260.00 | 520.00 | 18 | 93.60 |
| 3 | | | | | | | |
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| IGST | CGST | SGST | Total Taxable Amount | 1,360.00 | | 244.80 |
|---|---|---|---|---|---|---|
| | 122.40 | 122.40 | Total Invoice Amount | 1,604.80 | | |

Rupees : One Thousand Six Hundred Four and Paise Eighty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67716
Date 22/7
Sign.

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 07-07-2020 13:49:18

68642
06.07.20 2:23:37

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

**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** | 68642 | 68342 |
| **Doc Date** | 07-07-2020 | |
| **Quote No** | Nil | |
| **Quote Date** | 07-07-2020 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 3511 - Computers and Peripherals - Key board - NA - nos | 2.00 | 420.00 | 0.00 | 18.00 | 991.20 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 2.00 | 260.00 | 0.00 | 18.00 | 613.60 |
| | Rupees : One Thousand Six Hundred Four and Paise Eighty Only. | | **Total Order Value . . .** | | | **1,604.80** |

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items Shall be of 'Acer' brand. |
| **Payment Terms** | After Delivery of material and production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security ______, Admin 9502211011 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | 1yr. |
| **Advance Paid** | Nil |
| **Other Terms** | Nil |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For *Modi Reality Mallapur LLP*
Authorised Signatory

07/07/2020

Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Modi Realty Mallapur LLP | Date: | 06-07-2020 |
| Site & Phase : | Gulmohar Residency | Time: | 10:15 |
| Supplier | | Req.No. | 68342 |
| Material required before date: | 10-07-2020 | ID No. | 58284. |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Mouse | Std | 2 | nos | | |
| 2 | Keyboard | Std | 2 | nos | | |
| 3 | PO 68642 | | | | | |
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Remarks: towards new laptop & old desktop work purpose at GMR site.

| | | | |
|---|---|---|---|
| Prepared By | M.Likhitha | Approved by | Ram Prasad |
| Sign.& Date | 06.07.20 | Sign. & Date | |

APPROVED
07 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

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. | 10214 |
|---|---|---|
| Modi Reality Mallapur LLP | DC Date. | 08-07-2020 |
| Sy No, 19, Mallapur, Hyderabad, Next to NFC Rsilway Bridge, | PO No. | 68642 |
| | PO Date. | 07-07-2020 |
| | Req ID | 58284 |
| GSTIN : 36AAEFM1459R1ZP | Req Date | 06-07-2020 |
| | Loc Req No | 68342 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 3511 - Computers and Peripherals - Key board - NA - nos | 84716040 | 2 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 2 |
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MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 39687 Date 10/7 Sign.

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 889 Dt. 8/7/20
MRN No. 81370 Dt.
Received By Raveen Sign 8/7/20

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction