PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/6/20	Prepared by:	SOWMYA
PO/WO no.	67358	PO / WO Date.	22/5/20
Supplier Name	SSllp.	PO/WO amount	1,239
Firm/Company	MC Modi Educational Trust.	Project	Manilal modi memorial hospital
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11834	22/6/20.	495.60
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			495.60

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9910	22/6/20		☑ 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:	495.60.
Amount E – PO / WO value:	1,239.
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	**27.6.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	23/6/20	29/7					

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.	11834
MC Modi Educational Trust	Invoice Date.	22-06-2020
manilal modi memorial hospital	PO No.	67358
	PO Date.	22-05-2020
	Req ID	56999
	Req Date	20-05-2020
GSTIN : 36AAATM5488Q2ZO	Loc Req No	162008

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7667 - Stationery - other - ID Cards - NA - nos		20	21.00	420.00	18	75.60
	Smart cards - RFID						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. INWARD No. 66861 Date 25/6 Sign SEC'BAD

IGST	CGST	SGST				
			Total Taxable Amount	420.00		75.60
	37.80	37.80	Total Invoice Amount	495.60		

Rupees : Four Hundred Ninty Five and Paise Sixty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 22-05-2020 15:19:39

67358
15.05.20 11:59:03

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Summit Sales LLP	**Doc No**	67358	162008
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-05-2020	
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 7667 - Stationery - other - ID Cards - NA - nos *Smart cards - RFID*	50.00	21.00	0.00	18.00	1,239.00
				Total Order Value . . .	**1,239.00**

Rupees : One Thousand Two Hundred Thirty Nine Only.

Terms and Conditions :-

→ Part bill received of Rs 743/- (B.no. 11479. dt: 1/6/20). and bal. bill of Rs. 496/- to be receivable.
T. D. [signature] 12/6/20.

Specification /	All item shall be of "Warden Security" brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Manilal Modi Memorial Hospital . Phone. .
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	2 yrs service wrrnty from Bethel.
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs.Above order for labour attendance purpose.
Completion Date	Nil
Measurment	nil
Security	nil
Remarks	

For ***MC Modi Educational Trust***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________ Date : __/__/____

Requisition Form

Company Name:	MCMET	Date:	20.05.2020
Site & Phase :	Manilal Modi Memorial Hospital	Time:	10:30
Supplier		Req. No.	162008
Material required before date:	21.05.2020	ID No.	56999

No	Description	Size	Quantity	Units	Inward No	Date
1	**CLAMSHELL CARDS**	STD	50	NO'S		
2	67358					
3						
4						
5						
6						
7						
8				APPROVED 20 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT		
9						
10						

Remarks: For Labour, Housekeeping & Gardening staff purpose

Prepared By	Pushpalatha	Approved by	Nikhil
Sign.& Date	20.05.2020	Sign. & Date	20.05.2020

Note: On receipt of material at site write inward number and date in last 2 columns.